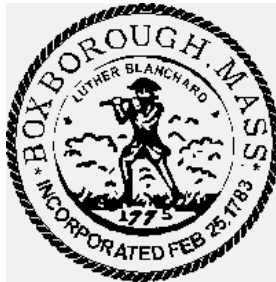


# **2003 ANNUAL TOWN REPORT**



## **TOWN OF BOXBOROUGH**

**[www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)**

**TOWN OF BOXBOROUGH**

**ANNUAL REPORT  
for the Year Ending  
December 31, 2003**

**ANNUAL TOWN MEETING  
MONDAY, MAY 10, 2004  
BLANCHARD MEMORIAL SCHOOL  
7:30 P.M.**

**TOWN ELECTION  
MONDAY, MAY 17, 2004  
TOWN HALL  
7:00 A.M. – 8:00 P.M.**

# IN MEMORIAM

*Helen Volkmann*

*1929 – 2003*

*Conservation Commission (1983 – 2003)*

*A Special Thanks*

*to*

*Cisco Systems*

*for the publication of this Report,*

*to*

*Elaine Garabedian*

*for assisting*

*with the editing of this Report,*

*and to*

*all the dedicated volunteers*

*who contribute tireless hours*

*to the service of Town Government*

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## **BOXBOROUGH FACTS AND FIGURES**

<b>INCORPORATED:</b>	February 25, 1783
<b>POPULATION:</b>	5,147 (January 1, 2003)
<b>AREA:</b>	10.39 Square Miles
<b>FORM OF GOVERNMENT:</b>	Open Town Meeting – Board of Selectmen
<b>VOTERS:</b>	2,986 (Effective November 5, 2003)
<b>CENSUS TRACT:</b>	3,881
<b>TAX RATE:</b>	\$13.32 (FY 04) \$12.78 (FY 03) \$15.47 (FY 02) Blanchard Memorial School (K – 6) Acton-Boxborough Regional Junior and Senior High Schools Minuteman Regional High School, Lexington
<b>HOSPITALS:</b>	Emerson Hospital, Concord Nashoba Community Hospital, Ayer UMass Memorial – Marlborough Hospital, Marlborough
<b>POST OFFICE: (Contract Station)</b>	1233 Massachusetts Avenue (within Boxborough Liquors and Convenience Store)
<b>UTILITIES:</b>	Cable Service – Comcast Electrical Service – Littleton Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern area of Boxborough Natural Gas Service – Keyspan Telephone Service – Verizon The Town does not provide water or sewerage
<b>TRANSPORTATION:</b>	Commuter rail service is available in South Acton and Littleton
<b>PUBLIC SAFETY:</b>	Police Department Fire Department Ambulance Emergency Medical Technicians Public Safety Dispatch Center

## FEDERAL AND STATE OFFICIALS

### President of the United States

George W. Bush  
president@whitehouse.gov  
The White House  
1600 Pennsylvania Avenue, N.W.  
Washington, D.C.

Tel: 202-456-1414  
Fax: 202-456-2461

### United States Senators

Edward M. Kennedy  
senator@kennedy.senate.gov  
2400 JFK Building  
Boston, MA 02203  
Tel: 617-565-3170, or  
315 Russell Senate Office Building  
Washington, D.C. 20510  
Tel: 202-224-4543  
Fax: 202-224-2417

John F. Kerry  
john.kerry@kerry.senate.gov  
One Bowdoin Square, 10<sup>th</sup> floor  
Boston, MA 02114  
Tel: 617-565-8519  
Fax: 617-248-3870, or  
304 Russell Building, 3<sup>rd</sup> floor  
Washington, D.C. 20510  
Tel: 202-224-2742  
Fax: 202-224-8525

### Representative in Congress

Martin T. Meehan  
mtmeehan@mail.house.gov  
11 Kearney Square  
Lowell, MA 01852  
Tel: 978-459-0101  
Fax: 978-459-1907, or

2229 Rayburn House Office Building  
Washington, D.C. 20515  
Tel: 202-225-3411  
Fax: 202-226-0771

## OFFICIALS OF THE COMMONWEALTH

### Governor

Mitt Romney

### Lt. Governor

Kerry Murphy Healey

### Secretary

William Francis Galvin

### Treasurer

Timothy P. Cahill

### Auditor

A. Joseph DeNucci

### Attorney General

Thomas F. Reilly

### Senator, Middlesex & Worcester District

Pamela P. Resor  
State House, Room 410  
Boston, MA 02133  
Tel: 617-722-1120  
Fax: 617-722-1089  
presor@senate.state.ma.us

### Representative in General Court, 37<sup>th</sup> Middlesex Dist.

James Eldridge  
State House, Room 33  
Boston, MA 02133  
Tel: 617-722-2060  
Fax: 617-626-2708  
Rep.jameseldridge@hou.state.ma.us



## ELECTED TOWN OFFICIALS

### **Moderator**

Reginald C. Brown (2004)

### **Town Clerk**

Virginia B. Richardson (2004)

### **Board of Selectmen**

Donald Wheeler, Chair (2004)

Les Fox, Clerk (2005)

David L. Birt (2006)

Simon Bunyard (2006)

Kristin Hilberg (2005)

### **Board of Health**

#### ***Also Mosquito Advisory Committee***

Marie C. Cannon, Chair (2005)

Bryan Lynch (2004)

\*Philip J. Alvarez (2006)

### **Collector of Taxes**

Maripatt Shemowat (2006)

### **Commissioner of Trust Funds**

The Selectmen

### **Constables**

David L. Birt (2004)

Richard Golden (2004)

### **Library Trustees**

Elaine Garabedian, Chair (2006)

Gregory A. Ross (2006)

Janet Glidden (2005)

Janet Tyndall (2005)

Sandra Haber (2004)

Robert McNeece (2004)

### **Planning Board**

Karen Metheny, Chair (2005)

Michael Ashmore, Clerk (2006)

Jennie L. Rawski (2005)

John Markiewicz (2004)

Owen Neville (2004)

#### ***Appointed by BoS & Planning Board***

David Kembel, Associate Member (2004)

### **Boxborough School Committee**

#### ***Local and AB Regional***

Elizabeth A. Markiewicz (2006)

Rebecca R. Neville (2005)

John Fallon (2004)

#### ***Local Only***

Raid Suleiman, Chair (2004)

Carol Ginty-Geist (2006)

## APPOINTMENTS MADE BY SELECTMEN

### **Town Administrator**

Natalie T. Lashmit (2004)

### **Assistant Town Administrator**

Selina S. Shaw (2004)

### **Accountant**

Michael Guzzo (2004)

### **Assessor**

Colleen Whitcomb (2004)

### **Building Inspector and Code Enforcement Officer**

John Field (2004)

### **Conservation Agent**

Michael Wierbonics (2004)

### **Town Planner**

Alicia A. Altieri (2004)

### **Treasurer**

Stanley Smith (2004)

### **Airport Study Committee**

Michael O'Leary, Chair (2006)

Anne Canfield (2006)

Peter Joy (2006)

Jacklyn Mayer (2006)

William Litant (2005)

### **Animal Control Officer**

Donald C. Morse (2004)

**A/B Cultural Council**

Pat Myers (2006)  
Mitzi Weil (2005)  
Susan Page (2004)  
Diane Hoff (2003)

**Board of Appeals**

Karim Raad, Chair (2005)  
Clifford Perry (2006)  
Peggy Molander (2005)  
\*\*Tom Gorman (2004)  
\*\*Leah Russell (2005)  
Christian Habersaat, Alternate Member (2004)  
\*Katherine Becker, Chair (2004)  
\*Peter Joy (2005)

**Board of Registrars**

Sara Wagg (2006)  
Nancy Brown (2005)  
Virginia Richardson (2004)  
\*\*Mary Cobleigh (2004)  
\*Patricia White (2004)

**Boxborough Housing Board**

Channing Wagg, Chair (2006)  
Joan Meyer (2006)  
R. Allen Murphy (2005)  
Jeff Handler (2004)  
David Kendrick (2004)  
Ron Vogel (2004)  
Les Fox (Ex-officio, Board of Selectmen)  
David Koonce (Ex-officio, Conservation Commission)  
\*John Fallon (Ex-officio, School Commission)  
\*Anton Reinert (Ex-officio, Finance Commission)

**Boxborough Information Technology Committee**

Eric Tornstrom, Chair (2004)  
Lori Lotterman (2006)  
Frank Powers (2006)  
Kenneth King (2005)  
Jamie Rogers (2005)  
Greg Bosworth (2004)  
Dan Tappan (2004)

**Cable Advisory Committee**

Kenneth King, Chair (2006)  
Erik Molander (2006)  
Matt Wilbert (2005)  
Eric Tornstrom (2003)

**Cemetery Commissioner**

Kenneth March (2006)

**Cemetery Superintendent**

Donald C. Morse (2004)

**Conservation Commission**

Norman Hanover, Chair (2004)  
Charlene Golden, Vice Chair (2005)  
Paul Rey (2006)  
David Koonce (2005)  
\*\*Dennis Reip (2006)  
\*\*K.C. Donovan (2005)  
\*Patricia Davis (2006)  
\*Helen Volkman (2005)  
\*Barbara Warren (2004)

***Appointed by ConsComm***

Rosemary Balfour, Associate Member  
Patricia Davis, Associate Member  
Janice Rejto, Associate Member

**Council on Aging**

Karyn Kealty, Chair (2004)  
Nancy Crowley (2006)  
Dean Machamer (2006)  
Elaine Garabedian (2004)  
Mary Larson (2004)

**Design Review Board**

Tim Rudolph, Chair (2006)  
Karen Metheny (2006)  
Scott Robinson (2006)  
Clifford Perry (2004)  
\*Susan Page, At-large (2003)

**Dog Officer**

Phyllis Tower (2004)

**Election Warden**

Richard Golden (2004)

**Field Driver**

George C. Krusen II (2004)

**Fire Chief, Fire Warden, Emergency Management Director, Roy Custance Scholarship Administrator**

\*\* Kevin M. Lyons (2006)  
\*William E. Clayton (2003)

***Appointed by Fire Chief***

**Firefighters/Emergency**

**Medical Technicians (2004)**

Michael Kidd, Deputy Chief (Per-diem)  
Kenneth March, Captain/EMT (Per-diem)  
James DeVogel, Lieutenant /EMT (Per-diem)  
Robert M. Smith, Lieutenant /EMT (Per-diem)

**Firefighter/EMT (Permanent)**

Scott C. Coleman  
Dennis C. Smith  
Randolph T. White

**Firefighter/EMT (Per-diem)**

Margaretta Cooper (*Firefighter/EMT-P*)  
Edmond Daigneault  
Timothy A. Farrar  
Justin M.V. Geneau  
Shawn S. Gray  
Sean Kiley  
Scott Krug  
David R. Lefebvre  
Christopher MacMillian  
David McGloughlin  
Richard Morin  
Adam A. Nichols  
Brandon O. Nichols  
William G. Noke  
Michael J. O'Donnell  
Nicholas E. Pentedemos  
Thomas E. Sherr  
Brenda M. Smith  
Robert F. Sokolowski  
Robert T. Stemple  
\*Matthew Callahan  
\*Troy O. Cooley  
\*Edward Lindsay  
\*Robert E. Manley  
\*David Nichols  
\*Theodore J. Noke

**Firefighters**

Warren Morse  
Lawrence Roche

**Historical Commission**

Alan Rohwer, Chair (2006)  
Shirley Warren (2006)  
Astrid Chalupa (2004)  
Mary Larson (2004)  
Scott Robinson (2004)

**Inspector of Gas & Plumbing**

Gary Corey (2004)  
Norman Card, Jr., Asst. (2004)

**Wire Inspector**

Thomas A. Argento, Jr. (2004)

**Northeast Solid Waste Committee**

Natalie T. Lashmit (2004)  
Selina S. Shaw, Alternate (2004)

**Permanent Building Committee**

Clifford Perry (2004)  
Greg Turner (2003)  
Simon Bunyard (Ex-officio)

**Personnel Board**

Richard Golden, Chair (2004)  
Virginia Vockel, Clerk (2004)  
Geoffrey Neagle (2004)  
Robert Sokolowski, Employee Member (2004)  
Sara Ann Gephart (2003)

**Police Chief (2004)**

Richard G. Vance, Jr.

**Police Officers (2004)**

Stephen P. Trefry, Sergeant  
Warren B. Ryder, Sergeant  
Benjamin M. Lavine, Detective  
Nicholas A. DiMauro, Patrol Officer  
Jeffrey C. Landgren, Patrol Officer  
Warren J. O'Brien, Patrol Officer  
Brett A. Pelley, Patrol Officer  
Robert R. Romilly, Jr., Patrol Officer

**Emergency Services Secretary (2004)**

Michele Hauser-Tkacs

**Special Police Officers (2004)**

Gordon N. Clark  
John P. Corbett  
James V. DeLuca  
Christopher D. Demers  
Steven P. Duffy  
Matthew J. Furlong  
Michael L. Jacobs  
Sherry J. Morton  
Robert J. Stack

**Lock-Up Attendants (2004)**

Jonathan D. Butler  
Michelle Hauser-Tkacs  
Sherry J. Morton  
Clifford O. Perry  
Marcie L. Rice  
Deborah L. Richardson  
Carolyn Verger

**Crossing Guard**

Lee Robinson

**Public Celebrations**

Nancy Fillmore, Chair (2006)  
Laraine King (2006)  
Lori Morse (2006)  
Margaret Stockley (2005)  
Patricia Fallon (2004)

**Public Safety Dispatch Officers (2004)*****Appointed by Fire Chief***

Christopher D. Demers, Supervisor  
Nathan W. Bowolick  
Jonathan D. Butler  
Marcie L. Rice  
Mary M. Cooper, Part Time  
Jonathan Mead, Part Time  
Sherry J. Morton, Part Time  
\*Forry B. Buckingham, Part Time  
\*Nicole M. Roderick, Part Time  
\*Angela M. Tracy, Part Time  
\*Carolyn R. Verger, Part Time

**Chief Procurement Officer**

Natalie T. Lashmit (2004)

**Public Works Dir., Tree Warden & Moth Super.**

Kenneth March (2004)

**Public Works Department**

Jeffery L. Brown  
Scott Doughty  
Thomas Garmon  
Lawrence Roche  
Robert Sokolowski

**Recycling Attendant**

Lawrence Roche

**Steele Farm Advisory Committee (2004)**

Owen Neville, Chair  
Arden Veley  
David Birt (Ex-officio)

**Town Counsel**

Kopelman & Paige (2004)

**Town Hall Employees**

Linda Ajootian, Secretary  
Mary Cobleigh, Secretary  
Andrea Veros, Secretary  
Claire Kuipers, Secretary, Part Time  
Debbie Walsh, Secretary, Part Time  
Kathie Schwarting, CoA Coordinator  
Skip Spinney, Custodian  
\*\*Mary Nadwairski, Secretary, Part Time  
\*Patricia White, Secretary

**Veterans' Agent**

Donald C. Morse (2004)

**Assistant Veterans' Agent**

Michael Guzzo (2004)  
Virginia Richardson (2003)

**NOMINATED BY BOH, APPOINTED BY COMM OF MA****Inspector of Animals**

Donald C. Morse (2004)

## **APPOINTMENTS MADE BY MODERATOR**

### **Finance Committee**

Gary Kushner, Chair (2005)  
Lorraine Carvalho (2006)  
James Gorman (2006)  
Anton Reinert (2005)  
Michael Toups (2005)  
Neal Hesler (2004)  
Kathy Klier (2004)  
Keshava Srivastava (2004)  
Jane Soule (2003)

### **Recreation Commission**

Susan Reuther, Secretary (2006)  
Victor Tremblay, Treasurer (2005)  
Mike Murphy (2006)  
Christopher Noble (2006)  
Matthew Rosner (2005)  
Kevin Lehner (2004)  
Todd Webber (2004)

### **Minuteman Regional School**

Donna M. Corey (2006)

## **APPOINTMENTS MADE BY THE LIBRARY BOARD OF TRUSTEES**

### **Library Building Committee (2005)**

Janet Glidden, Co-Chair  
Greg Ross, Co-Chair  
Simon Bunyard  
Pat Fallon  
Elaine Garabedian  
Karyn Kealty  
Gary Kushner  
Liz Markiewicz  
Judy Reiter  
Tim Rudolph  
Jane Soule

Maureen Strapko  
Greg Turner  
Shirley Warren  
\*Anna Merrington

### **Library Staff**

Maureen Strapko, Director  
Ruth Hamilton, Assistant Librarian  
Joanne Parker, Assistant Librarian  
Marion Powers, Assistant Librarian  
Judy Reiter, Assistant Librarian  
Ramika Shah, Assistant Librarian

\* Resigned

\*\* Appointed to fill vacancy

## **BOARD OF SELECTMAN**

Looking back at the year 2003, the predominant issue addressed by the BoS was the need to respond to the financial crisis resulting from a reduction in state aid and a decrease in local receipts due to the decline in town growth. This, combined with the loss of a recommended Prop 2 1/2 override vote, forced the Selectmen to make many difficult decisions on how to balance the ability to serve the public with less available resources.

Knowing that the fiscal situation for 2005 was expected to be even worse, the Selectmen started to plan early and established a refined approach toward the development of the FY05 budget. In cooperation with the Schools and the Finance Committee, the BoS established a financial model for discussing and sharing the impact of budget decisions and enabled the Leadership Forum to make responsible recommendations on how to move forward for FY 05.

The BoS, with much support from the Town staff, sponsored a multi-town meeting to discuss possible ways to share services and costs on a regional basis. Although the meeting was well-attended and many good ideas emerged, progress in this area will be difficult and will take time to implement. Both the Selectmen and the Administration are committed to continue to pursue any opportunity which makes economic sense.

The town bid a fond farewell to Fire Chief Bill Clayton, who retired this year, and after a successful recruiting process, the BoS was very pleased to hire Kevin Lyons, a Boxborough resident, as his successor. The town welcomes Kevin and looks forward to working with him as he reviews the fire safety capabilities of the town and makes recommendations on staffing and equipping the department.

This last year has seen growth in the participation and value of the Senior Tax Work-off Program. The Selectmen continue to look at opportunities to make this program available to those seniors in town who would like to find ways to reduce their property taxes.

The Selectmen continue to seek residents who are able to contribute their time and energies to volunteer their services on one of the many town boards. There are a number of open positions waiting to be filled. Small town government depends on volunteers to maintain the spirit and character of the town. Maintaining this sense of community spirit is at risk if these vacancies remain unfilled. Volunteer experience is rewarding and connects the residents with their town and neighbors.

In closing, the Selectmen would like to extend kudos to those that have responded to the call and are dedicating their energies to serve on various committees; they are continuing the traditions of many who have worked hard to develop the excellent town we have.

## **PERSONNEL BOARD**

The Personnel Board participated in the negotiations for the contract with the Dispatchers, which has been completed. The board announced, with regrets, the retirement of Sara Ann Gephart, a member for six years. We will miss her hard work, expertise and leadership.

The Board will continue to review the Personnel Plan to keep it beneficial to both the employees and the Town. The pay increase for 2003 Schedule B was limited to the cost of living based on CPI-U (Consumer Price Index for All Urban Consumers) for the Boston Metropolitan area.

## **TOWN COUNSEL**

During 2003, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other Town boards. There are currently ten active litigation cases involving the Town which are pending in various state courts. The majority of these cases involve appeals from decisions of the various land use boards. During 2003, six cases were closed.

The most significant legal services provided to the Town in 2003 involved the Boxborough Housing Board in its efforts to enforce the provisions of the regulatory agreement entered into with Boxborough Meadows, LLC, for the comprehensive permit development located on Massachusetts Avenue. In October, Town Counsel filed a complaint in Superior Court alleging that Boxborough Meadows had violated the regulatory agreement by retaining profits in excess of the twenty percent limit for the comprehensive permit development. The developer has filed a counterclaim alleging civil rights violations and seeking monetary damages. Currently, the Housing Board and the developer are engaged in a mediation process.

Town Counsel has also assisted the Housing Board on several closings under the condominium exchange program, and Town Counsel has been advising the Housing Board with respect to the Summerfields comprehensive permit development.

The construction of the new library has also required significant legal services in 2003, including the review of the various construction contracts and advising the Building Committee with respect to the ongoing construction project. In addition, Town Counsel has represented the Town in connection with a bid protest filed by one of the unsuccessful bidders.

In May 2003, Town Meeting authorized a long-term lease of a portion of the Hager Land for telecommunications purposes. Town Counsel advised the administration regarding the procurement process and the negotiation of a long-term lease.

Finally, we worked with all of the towns who belong to the Northeast Solid Waste Committee (NESWC), in negotiating a successor solid waste disposal contract after the existing contract expires in 2005.

We extend our appreciation to the Board of Selectmen for its confidence in retaining this firm. We also appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, the Assistant Town Administrator, the department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the Town government in the future.

Respectfully submitted,  
Kopelman and Paige, P.C.

### **Matters Pending with Town Counsel**

***Applewood Community Corp. v. Boxborough Board of Health***  
Middlesex Superior Court, C.A. No. 99-03026

This is an action appealing a denial of a variance under Title 5 by the Board of Health for the Applewood Condominium complex. Because some of the septic systems, which require upgrading, are located within the Zone I of a public water supply, Title 5 requires that either the septic systems or the well be relocated unless the Board of Health grants a variance. The condominium associations have been working towards upgrading the systems. A pre-trial conference is scheduled for March 18, 2004.

***Boxborough Meadows, LLC v. Town of Boxborough***

Middlesex Superior Court, C.A. No. 03-3966

This is an action brought by the Town to enforce a regulatory agreement between the Boxborough Housing Board and Boxborough Meadows, LLC, in connection with the development of a housing project located on Massachusetts Avenue pursuant to a comprehensive permit. The Town is alleging that the developer has realized excess profits from the housing project in violation of the regulatory agreement. The developers have filed a counterclaim alleging civil rights violations and seeking unspecified monetary damages. The Town and the developers are engaged in mediation.

***Boxborough Meadows, LLC v. Boxborough Housing Board***

Middlesex Superior Court, C. A. No. 03-3763

This is a complaint brought by the developers of the Boxborough Meadows development alleging that the Town's refusal to provide documents relative to the audit of the profit and loss statement submitted by Boxborough Meadows violates the Public Records Law. This case has been stayed pending mediation, which is ongoing.

***Deck v. Boxborough Zoning Board of Appeals***

Land Court Misc. No. 280285

This is an abutters' appeal of the grant of a special permit and variance to Crown Atlantic Co. and Cellco (Verizon) for a 100-foot high telecommunications monopole at 325 Summer Road. The Complaint was served on April 22, 2002. The Town is not taking an active role in defending the grant. A status conference is scheduled in the Court on March 10, 2004 and we have informed the Court that the Town does not intend to participate.

***Gutierrez Company, et al. v. Boxborough Zoning Board of Appeals***

Middlesex Superior Court, C.A. 01-0426

This is an appeal by an abutter from a decision of the Board of Appeals granting a special permit to allow an expansion of the Holiday Inn. The complaint was filed on January 29, 2001. The Town is not taking an active role in defending the grant of the special permit. There has been no recent activity in this case, although settlement discussions are ongoing between the private parties.

***Maple Creek Farm v. Boxborough Planning Board***

Land Court, Misc. No. 247837

This is an appeal of a decision of the Planning Board denying endorsement of an approval not required plan for property located off Flagg Hill Road. Since the complaint was filed in May 1998, the Town has exercised its option under c.61B to acquire the land which was the subject of the ANR plan. Since the Town has acquired the land in dispute, the appeal is now moot. The plaintiff has taken no action, however, to dismiss the appeal.

***Marcus Family Realty Trust v. Boxborough Planning Board***

Land Court, Misc. No. 265068

This is an appeal from a decision of the Planning Board disapproving a preliminary subdivision plan for the Tanager Estates subdivision. The complaint was served on July 12, 2000. The complaint also seeks a declaratory judgment that the Zoning By-Law is invalid as applied and an assessment of damages for a regulatory taking. The plaintiff has taken no further action to advance this case.



***Metheny v. Boxborough Zoning Board of Appeals***

United States District Court, C.A. No. 02-CV-11494 (WGY)

This is an appeal of a grant of a special permit and variance to allow Omnipoint Communications to construct a telecommunications tower on property located at 335 Burroughs Road. The special permit and variance were issued pursuant to a judgment entered by the U.S. District Court in *Omnipoint Holdings v. Town of Boxborough* (U.S. District Court, C.A. No. 01-12019-WGY). Metheny originally filed the appeal in Superior Court, but the case was removed to Federal Court at the request of Omnipoint. The Federal Court, in a decision dated September 26, 2002, found in favor of Omnipoint, but the plaintiffs appealed. In a decision issued in October 2003, the First Circuit Court of Appeals ruled that removal of the case to Federal Court had been improper and ordered the case remanded to State Court. Omnipoint filed a motion for a rehearing before the entire panel of the First Circuit Court of Appeals, which motion was denied.

***Minuteman Air Field, Inc. v. Town of Boxborough, et al.***

Land Court, Misc. No. 212208

This is a declaratory judgment action filed on November 8, 1994, in which the plaintiff seeks to invalidate a provision of the Zoning By-Law restricting airport uses in the Town. The plaintiff has not pursued the case.

***Reed Farm Inc. v. Boxborough Conservation Commission***

Middlesex Superior Court, C.A. No. 01-0282

This is a certiorari appeal of the Conservation Commission's denial of an Order of Conditions to permit the construction of a driveway through wetlands on Reed Farm's property for the purpose of accessing an upland area on which Reed Farm proposes to construct a single family home. This action also challenges the validity of certain wetlands regulations and alleges a "takings" claim. The Superior Court has dismissed the certiorari appeal. In December 2002, the Conservation Commission filed a motion for summary judgment, which was denied by the Court in October 2003. The case is awaiting the scheduling of a trial date.

**Cases Closed in 2003**

***Anestis v. Boxborough Zoning Board of Appeals***

Ayer District Court, C.A. No. 0348 CV 0214

This was an appeal from the issuance of a special permit to operate an asphalt roofing shingle recycling facility on property located at 369 Codman Hill Road. The plaintiff agreed to enter into a stipulation of dismissal which was filed on September 15, 2003.

***Banfield v. Boxborough Zoning Board of Appeals***

Ayer District Court, C.A. No. 9948-CV-0119

This was an appeal by a property owner of a decision by the Zoning Board of Appeals determining that an 8-foot fence is a structure subject to setback requirements. The Zoning By-Law was clarified at the 1999 Annual Town Meeting when the definition of structure was revised to specifically include a fence. The owner of the fence at issue elected not to defend the abutter's appeal and, consequently, failed to appear at the April 17, 2003 pre-trial conference on the matter. Consequently, the District Court issued an order in the form of the relief requested by the plaintiff. The Court's decision was not appealed and the case has been closed.

***Chandler v. Town of Boxborough and Cisco Development Partners***

Land Court Misc. No. 284887

This was an appeal of a decision the Planning Board granting site plan approval for the second phase of the Cisco development project. The complaint was served in October 2002. In January 2003, the plaintiff agreed to dismiss the appeal.

***Massachusetts Coalition of Police, Local 200A and Town of Boxborough (Unfair Labor Practice Charge)***

Labor Relations Commission No. MUP-02-3606

This was an unfair labor practice charge that the union representing dispatchers filed in November of 2002. The charge alleged that the Town failed to bargain in good faith regarding the terms of the initial collective bargaining agreement. The parties settled this matter and the union withdrew the charge.

***Massachusetts Coalition of Police Local 200 and Town of Boxborough***

(DiMauro Educational Pay Arbitration)

AAA No. 11 390 01832 1

This was an arbitration filed by the police union alleging that the Town violated the terms of the collective bargaining agreement by failing to pay an officer educational incentive payments. The parties agreed to settle this matter prior to the hearing.

***Matthew v. Boxborough Planning Board***

Middlesex Superior Court, C.A. No. 03-3198

This was an appeal of a site plan approval for property located at 369 Codman Hill Road. A motion to dismiss was filed with and heard by the Middlesex Superior Court in October, 2003. The Superior Court dismissed the action for lack of subject matter jurisdiction. The Court's decision was not appealed.

## **TOWN ASSESSOR**

After experiencing rapid increases of property values over the past 3 years, sales in 2002 did not indicate changes that would warrant value adjustments for FY 2004. The tax rate did increase from \$12.78 to \$13.32 per thousand due to increases in town expenses and decreases in state aid.

In order to keep assessments equitable throughout town, the Department of Revenue (DOR) requires that assessors implement a cyclical inspection plan to inspect ALL property in town. As part of the 2003 revaluation, all commercial, industrial and personal property was inspected. Prior to Boxborough's next scheduled certification in FY2006, the DOR has required that all residential property be inspected. We have been calling taxpayers and sending out letters requesting permission to conduct interior and exterior inspections. The reason for the inspection is not to revalue the property, but to verify that the data being used to determine the assessment is correct. There has been great cooperation, and the cyclical inspection program is well underway.

In an attempt to provide the public with easy access to information about assessments, property values and FAQ's can be found on the town website ([www.town.boxborough.ma.us](http://www.town.boxborough.ma.us)). There is also a counter terminal available in the office for viewing property records. Please feel free to call or visit the office if you have any questions regarding your property value or the assessment process in general.

I'd like to thank the Board of Selectmen, Town Administrator, Assistant Town Administrator, members of the Finance Team, and my assistant, Debbie Walsh, for their continuing support. Together we are working to keep improving the efficiency of this department.

Respectfully submitted,  
Colleen Whitcomb, MAA  
Town Assessor

## **TOWN ACCOUNTANT**

To the Honorable Board of Selectmen of Boxborough:

Submitted herewith is the annual report covering the financial transactions for the Town of Boxborough for the year ended June 30, 2003. This unaudited report includes:

- Combined Balance Sheet
- Combined Statement of Revenues, Expenditures and Changes in Fund Balances
- Schedule of Revenues, Expenditures and changes in fund balance – budget and actual
- Schedule of changes in Fiduciary net assets
- Statement of Fiduciary net assets
- Schedule of Long Term Debt

Respectfully submitted,  
Michael Guzzo  
Town Accountant

**GOVERNMENTAL FUNDS  
COMBINED BALANCE SHEET**

**JUNE 30, 2003  
(Unaudited)**

	General	Capital Projects	Permanent Funds	Non - Major Government Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and short-term investments	\$ 1,909,282	\$ 314,478	\$ -	\$ 1,593,235	\$ 3,816,995
Receivables, net of uncollectibles					
Real estate and personal property taxes	186,198	-	-	-	186,198
Tax liens and foreclosures	170,689	-	-	-	170,689
Excise taxes	54,699	-	-	-	54,699
Motor Vehicle Excise Taxes	1,303	-	-	-	1,303
Departmental and other	-	-	-	-	-
Special assessments	-	-	-	-	-
Intergovernmental	4,491,224	-	-	348,609	4,839,833
Investment in joint venture	248,584	-	-	-	248,584
<b>TOTAL ASSETS</b>	<b>\$ 7,061,979</b>	<b>\$ 314,478</b>	<b>\$ -</b>	<b>\$ 1,941,844</b>	<b>\$ 9,318,301</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES</b>					
Warrants payable	\$ 191,110	\$ 810	\$ -	\$ 11,411	\$ 203,331
Accrued payroll	203,161	-	-	3,597	206,758
Accrued interest on short-term debt	20,938	-	-	-	20,938
Liabilities due depositors	-	-	-	38,401	38,401
Other liabilities	428	-	-	3,060	3,488
Deferred revenues	4,866,910	-	-	348,609	5,215,519
Accrued compensated balances	-	-	-	-	-
Notes payable	-	3,016,000	-	-	3,016,000
<b>TOTAL LIABILITIES</b>	<b>\$ 5,282,547</b>	<b>\$ 3,016,810</b>	<b>\$ -</b>	<b>\$ 405,078</b>	<b>\$ 8,704,435</b>
<b>FUND BALANCES</b>					
Reserved for:					
Encumbrances and continuing appropriations	\$ 197,711	\$ -	\$ -	\$ -	\$ 197,711
Stabilization	-	-	-	844,683	844,683
Perpetual permanent funds	-	-	-	60,526	60,526
Unreserved:					
Designated for Investment in joint venture	248,584	-	-	-	248,584
Designated for subsequent years' expenditures	564,609	-	-	-	564,609
Undesignated, reported in:					
General Fund	768,528	-	-	-	768,528
Special revenue funds	-	-	-	575,428	575,428
Capital projects fund	-	(2,702,332)	-	-	(2,702,332)
Permanent funds	-	-	-	56,129	56,129
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,779,432</b>	<b>\$ (2,702,332)</b>	<b>\$ -</b>	<b>\$ 1,536,766</b>	<b>\$ 613,866</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 7,061,979</b>	<b>\$ 314,478</b>	<b>\$ -</b>	<b>\$ 1,941,844</b>	<b>\$ 9,318,301</b>

**GOVERNMENTAL FUNDS**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**FISCAL YEAR ENDED JUNE 30, 2003**  
**(Unaudited)**

	General	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES</b>				
Real estate and personal property taxes, net of tax refunds	\$ 10,868,401	\$ -	\$ -	\$ 10,868,401
Motor vehicle and other excise taxes	762,594	-	-	762,594
Hotel/motel tax	-	-	-	-
Penalties and interest on taxes	-	-	-	-
Intergovernmental	2,132,101	-	674,276	2,806,377
Departmental and other	375,447	-	251,563	627,010
Special assessments	-	-	-	-
Contributions	-	-	2,406	2,406
Investment Income	30,040	-	19,444	49,484
Miscellaneous	3,513	6,345	-	9,858
<b>TOTAL REVENUES</b>	<b>\$ 14,172,096</b>	<b>\$ 6,345</b>	<b>\$ 947,689</b>	<b>\$ 15,126,130</b>
<b>EXPENDITURES</b>				
<b>Current:</b>				
General government	\$ 952,280	\$ -	\$ 87,735	\$ 1,040,015
Public safety	1,510,721	-	54,464	1,565,185
Education	8,610,090	10,445	218,185	8,838,720
Public works	739,405	-	-	739,405
Human services	56,675	-	2,600	59,275
Culture and recreation	165,302	122,556	34,357	322,215
Pension benefits	352,153	-	-	352,153
Property and liability insurance	74,587	-	-	74,587
Employee benefits	804,166	-	-	804,166
Other	-	-	(1,201)	(1,201)
<b>Debt service:</b>				
Principal	783,000	-	-	783,000
Interest	497,054	-	-	497,054
<b>TOTAL EXPENDITURES</b>	<b>\$ 14,545,433</b>	<b>\$ 133,001</b>	<b>\$ 396,140</b>	<b>\$ 15,074,574</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(373,337)</b>	<b>(126,656)</b>	<b>551,549</b>	<b>51,556</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Proceeds from bonds and notes	\$ -	\$ -	\$ -	\$ -
Sale of capital assets	-	-	-	-
Operating transfers in	-	500,000	-	500,000
Operating transfers out	-	-	(500,000)	(500,000)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ (500,000)</b>	<b>\$ -</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>\$ (373,337)</b>	<b>\$ 373,344</b>	<b>\$ 51,549</b>	<b>\$ 51,556</b>
<b>FUND BALANCES AT BEGINNING OF YEAR</b>	<b>2,151,769</b>	<b>(3,075,676)</b>	<b>1,485,217</b>	<b>561,310</b>
<b>FUND BALANCES AT END OF YEAR</b>	<b>\$ 1,778,432</b>	<b>\$ (2,702,332)</b>	<b>\$ 1,536,766</b>	<b>\$ 612,866</b>

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL**

**FISCAL YEAR ENDED JUNE 30, 2003**  
**(Unaudited)**

	Amounts Carried forward From Prior Year	Current Year Initial Budget Projects	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance Over/(Under)
<b>REVENUES</b>							
Real estate and personal property taxes,	\$ -	\$ 11,186,906	\$ 11,186,906	\$ 11,186,906	\$ 10,839,701	\$ -	\$ (347,205)
net of tax refunds	-	-	-	-	-	-	-
Tax and trash liens	-	-	-	-	762,594	-	762,594
Motor vehicle and other excise taxes	-	692,600	692,600	692,600	1,973,220	-	1,280,620
Intergovernmental	-	2,109,063	2,109,063	2,109,063	361,609	-	(1,747,454)
Departmental and other	-	450,796	450,796	450,796	30,040	-	(420,756)
Investment Income	-	60,100	60,100	60,100	3,513	-	(56,587)
Miscellaneous	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 14,499,465</b>	<b>\$ 14,499,465</b>	<b>\$ 14,499,465</b>	<b>\$ 13,970,677</b>	<b>\$ -</b>	<b>\$ (528,788)</b>
<b>EXPENDITURES</b>							
<b>Current:</b>							
General government	\$ 13,373	\$ 1,085,350	\$ 1,098,723	\$ 1,044,026	\$ 895,559	\$ -	\$ (148,467)
Public safety	84,984	1,601,408	1,686,392	1,472,572	1,485,580	-	13,008
Education	49,674	8,557,490	8,607,164	8,607,164	8,572,860	-	(34,304)
Public works	110,640	658,997	769,637	800,241	701,415	-	(98,826)
Human services	809	62,501	63,310	61,288	56,374	-	(4,914)
Culture and recreation	31,160	160,464	191,624	191,624	149,015	-	(42,609)
Pension benefits	-	193,272	193,272	193,272	193,272	-	-
Property and liability insurance	-	77,842	77,842	77,842	69,159	-	(8,683)
Employee benefits	7,731	774,844	782,575	837,398	804,166	-	(33,232)
Other	-	-	-	-	-	-	-
<b>Debt service:</b>							
Principal	-	909,512	909,512	909,512	783,000	-	(126,512)
Interest	-	514,429	514,429	514,429	513,472	-	(957)
<b>TOTAL EXPENDITURES</b>	<b>\$ 298,371</b>	<b>\$ 14,596,109</b>	<b>\$ 14,894,480</b>	<b>\$ 14,709,368</b>	<b>\$ 14,223,872</b>	<b>\$ -</b>	<b>\$ (485,496)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>(298,371)</b>	<b>(96,644)</b>	<b>(395,015)</b>	<b>(209,903)</b>	<b>(253,195)</b>	<b>-</b>	<b>(43,292)</b>
<b>OTHER FINANCING SOURCES (USES):</b>							
Proceeds from bonds and notes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Proceed from refunding bonds	-	-	-	-	-	-	-
Premium from issuance of bonds	-	-	-	-	-	-	-
Bond issuance costs	-	-	-	-	-	-	-
Payments to refunded bond escrow agent	-	-	-	-	-	-	-
Sale of capital assets	-	-	-	-	-	-	-
Operating transfers in	-	-	-	-	-	-	-
Operating transfers out	-	-	-	-	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET CHANGES IN FUND BALANCE</b>	<b>\$ (298,371)</b>	<b>\$ (96,644)</b>	<b>\$ (395,015)</b>	<b>\$ (209,903)</b>	<b>\$ (253,195)</b>	<b>\$ -</b>	<b>\$ (43,292)</b>
<b>BUDGETARY FUND BALANCE, beginning of year</b>	<b>1,946,879</b>	<b>1,946,879</b>	<b>1,946,879</b>	<b>1,946,879</b>	<b>1,946,879</b>	<b>1,946,879</b>	<b>(1,946,879)</b>
<b>FUND BALANCES AT END OF YEAR</b>	<b>\$ 1,648,508</b>	<b>\$ 1,850,235</b>	<b>\$ 1,551,864</b>	<b>\$ 1,736,976</b>	<b>\$ 1,693,684</b>	<b>\$ 1,946,879</b>	<b>\$ (1,990,171)</b>

**FIDUCIARY FUNDS  
STATEMENT OF FIDUCIARY NET ASSETS**

**FISCAL YEAR ENDED JUNE 30, 2003**

**(Unaudited)**

	Private Purpose Trust Funds	Agency Funds
<b>ASSETS</b>		
CURRENT		
Cash and short - term investments	\$ 21,723	\$ 89,843
NONCURRENT		
Capital assets, net of accumulated depreciation	-	-
<b>TOTAL ASSETS</b>	<b>\$ 21,723</b>	<b>\$ 89,843</b>
<b>LIABILITIES</b>		
Warrants payable	\$ -	\$ 86,552
Other liabilities	-	(5,822)
Deferred revenue	-	-
<b>TOTAL LIABILITIES</b>	<b>\$ -</b>	<b>\$ 80,730</b>
<b>NET ASSETS</b>		
Held in trust for pension benefits and other purposes	<b>\$ 21,723</b>	<b>-</b>

**FIDUCIARY FUNDS  
STATEMENT OF CHANGES IN FIDUCIARY NET ASSETS**

**FISCAL YEAR ENDED JUNE 30, 2003**

**(Unaudited)**

<b>ADDITIONS</b>	
Net Investment income ( loss)	
Interest	\$ 1,031
<b>TOTAL ADDITIONS</b>	<b>\$ 1,031</b>
<b>DEDUCTIONS</b>	
Administration	\$ 1,200
<b>CHANGE IN NET ASSETS</b>	<b>\$ (169)</b>
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<b>\$ 21,892</b>
<b>NET ASSETS AT END OF YEAR</b>	<b>\$ 21,723</b>

# SCHEDULE OF LONG TERM DEBT

6/30/2003

(Unaudited)

Project	Date Issued	Interest Rate	Outstanding at June 30, 2002	Issued	Redeemed	Outstanding at June 30, 2003
GENERAL GOVERNMENT BONDS						
Blanchard School Building	7/1/97	4.35-6.35%	\$ 5,600,000	\$ -	\$ 350,000	\$ 5,250,000
Land Acquisition (Hetz)	5/18/99	4.25%	200,000	-	100,000	100,000
Land Acquisition (Flagg Hill)	5/18/99	3.72%	560,000	-	280,000	280,000
Fire Engine	8/19/99	5.03%	159,000	-	53,000	106,000
<b>TOTAL</b>			<b>\$ 6,519,000</b>	<b>\$ -</b>	<b>\$ 783,000</b>	<b>\$ 5,736,000</b>

Debt service requirements for interest and principal for bonds payable in future years are as follows:

Year	Principal	Interest	Total
2004	\$ 783,000	\$ 278,852	\$ 1,061,852
2005	403,000	239,070	642,070
2006	350,000	218,575	568,575
2007	350,000	202,387	552,387
2008	350,000	186,025	536,025
2009	350,000	169,400	519,400
2010	350,000	152,425	502,425
2011	350,000	135,100	485,100
2012	350,000	117,425	467,425
2013	350,000	99,488	449,488
2014	350,000	81,550	431,550
2015	350,000	63,700	413,700
2016	350,000	45,675	395,675
2017	350,000	27,475	377,475
2018	350,000	9,187	359,187
<b>Total</b>	<b>\$ 5,736,000</b>	<b>\$ 2,026,334</b>	<b>\$ 7,762,334</b>



**TAX COLLECTOR  
FISCAL YEAR 2003**

**REAL ESTATE TAX**

<b>FISCAL YEAR</b>	<b>UNCOLLECTED AS OF 7/1/02</b>	<b>COMMITMENTS</b>	<b>TAX TITLE EXEMPTIONS ABATEMENTS</b>	<b>COLLECTIONS</b>	<b>REFUNDS</b>	<b>OUTSTANDING AS OF 6/30/03</b>
2003	-	\$ 10,874,510.18	\$ 142,508.12	\$ 10,730,884.26	\$ 90,520.90	\$ 91,638.70
2002	\$ 52,803.29	-	\$ 7.74	\$ 36,213.78	-	\$ 16,581.77
2001	\$ 9,609.58	-	-	\$ 921.84	-	\$ 8,687.74
2000	\$ 1,642.42	-	-	-	-	\$ 1,642.42
1999	\$ 1,455.19	-	-	\$ 764.68	-	\$ 690.51
1998	\$ 1,127.20	-	-	-	-	\$ 1,127.20
1997	\$ 646.00	-	-	-	-	\$ 646.00
1996	\$ 610.67	-	-	-	-	\$ 610.67
1995	\$ 835.12	-	-	-	-	\$ 835.12
1994	\$ 3,187.34	-	-	-	-	\$ 3,187.34
1993	\$ 2,982.78	-	-	-	-	\$ 2,982.78
1992	\$ 2,228.81	-	-	-	-	\$ 2,228.81
1991	\$ 308.94	-	-	-	-	\$ 308.94
1990/ PRIOR	\$ 6,716.23	-	-	-	-	\$ 6,716.23
	<u>\$ 84,153.57</u>	<u>\$ 10,874,510.18</u>	<u>\$ 142,515.86</u>	<u>\$ 10,768,784.56</u>	<u>\$ 90,520.90</u>	<u>\$ 137,884.23</u>

**PERSONAL PROPERTY TAX**

<b>FISCAL YEAR</b>	<b>UNCOLLECTED AS OF 7/1/02</b>	<b>COMMITMENTS</b>	<b>ABATEMENTS</b>	<b>COLLECTIONS</b>	<b>REFUNDS</b>	<b>OUTSTANDING AS OF 6/30/03</b>
2003	-	\$ 94,247.00	\$ 869.29	\$ 93,148.80	\$ 1,111.76	\$ 1,340.67
2002	\$ 60,767.30	-	-	\$ 613.72	-	\$ 60,153.58
2001	\$ 1,441.97	-	-	\$ 271.56	-	\$ 1,170.41
	<u>\$ 62,209.27</u>	<u>\$ 94,247.00</u>	<u>\$ 869.29</u>	<u>\$ 94,034.08</u>	<u>\$ 1,111.76</u>	<u>\$ 62,664.66</u>

**MOTOR VEHICLE EXCISE TAX**

<b>FISCAL YEAR</b>	<b>UNCOLLECTED AS OF 7/1/02</b>	<b>COMMITMENTS</b>	<b>ABATEMENTS</b>	<b>COLLECTIONS</b>	<b>REFUNDS</b>	<b>OUTSTANDING AS OF 6/30/03</b>
2003	-	\$ 543,005.00	\$ 13,311.53	\$ 496,334.44	\$ 3,489.75	\$ 36,848.78
2002	\$ 33,666.53	\$ 94,761.64	\$ 8,340.57	\$ 116,100.51	\$ 5,452.95	\$ 9,440.04
2001	\$ 10,371.38	\$ 7,872.93	\$ 553.12	\$ 13,274.93	\$ 195.93	\$ 4,612.19
2000	\$ 6,250.02	-	-	\$ 1,859.90	-	\$ 4,390.12
1999	\$ 3,825.12	-	-	\$ 635.10	-	\$ 3,190.02
1998	\$ 2,171.87	-	-	\$ 431.04	-	\$ 1,740.83
1997	\$ 2,331.56	-	-	\$ 172.60	-	\$ 2,158.96
1996	\$ 2,615.02	-	-	-	-	\$ 2,615.02
1995	\$ 4,677.20	-	-	-	-	\$ 4,677.20
	<u>\$ 65,908.70</u>	<u>\$ 645,639.57</u>	<u>\$ 22,205.22</u>	<u>\$ 628,808.52</u>	<u>\$ 9,138.63</u>	<u>\$ 69,673.16</u>

**ROLL-BACK TAX / CONVEYANCE TAX / PENALTY WITHDRAWAL TAX**

<b>FISCAL YEAR</b>	<b>UNCOLLECTED</b>		<b>COMMITMENTS</b>	<b>ABATEMENTS</b>	<b>COLLECTIONS</b>	<b>REFUNDS</b>	<b>OUTSTANDING AS OF 6/30/03</b>
	<b>AS OF 7/1/02</b>						
2002	-	\$	10,651.11		\$ 10,651.11	-	-
2001	-	\$	9,814.79		\$ 9,814.79	-	-
2000	-	\$	9,051.35		\$ 9,051.35	-	-
1999	-	\$	7,233.76		\$ 7,233.76	-	-
1998	-	\$	5,307.62		\$ 5,307.62	-	-
1997	\$ 34.00	\$	6,273.00	-	\$ 6,273.00	-	\$ 34.00
1996	\$ 45.12	\$	682.44	-	\$ 682.44	-	\$ 45.12
1995	\$ 42.24	\$	638.88	-	\$ 638.88	-	\$ 42.24
1994	\$ 40.56	\$	613.47	-	\$ 613.47	-	\$ 40.56
1993	\$ 14.60	\$	3,245.58	-	\$ 3,245.58	-	\$ 14.60
	\$ 176.52	\$	53,512.00	-	\$ 53,512.00	-	\$ 176.52

**ADDITIONAL REVENUES COLLECTED DURING FY 2003**

<b>INTEREST</b>	\$ 38,002.98
<b>MUNICIPAL LIEN CERTIFICATES</b>	\$ 22,777.00
<b>DUPLICATE TAX BILL CHARGES</b>	\$ 4,310.00
<b>DEMAND FEES</b>	\$ 5,750.00
<b>REGISTRY CLEAR FEES (MVE)</b>	\$ 1,360.00
<b>CERTIFICATE FEES (WPT)</b>	\$ 36.00
<b>TOTAL</b>	\$ 72,235.98

**RESPECTFULLY SUBMITTED,  
MARY P. SHEMOWAT, CMMC  
TAX COLLECTOR**

## TOWN TREASURER

### FY 2003 Receipts

A. W. Wetherbee Library Interest	2.11	Group Health Insurance WH	132,436.29
A/B Cultural Council Grant	5,462.10	Hammonds Scholarship Fund Interest	1,031.41
Abatements to the Elderly	1,104.00	HazMat/Fire Outside Detail	378.00
Affordable Housing	2,500.00	Henry H. Brooks Library Interest	56.78
Alcoholic Beverage Licenses	10,500.00	Highway - Muni Recycling Incentive	1,156.00
AT&T Comcast Capital	35,105.74	Highway - Sale of Scrap Metal	142.45
AT&T Comcast Operations	48,351.35	Highway - Special Projects	277.44
Auctioneers Licenses	100.00	HMEP Grant	250.00
Beaver Brook Park	50,000.00	Howe/Panek/Richards Cons. Grant	1,000,000.00
Blanchard Educ. Gift Fund	505.00	Integrated School System	4,400.00
Board of Appeals Fees	998.05	Interest - Withdrawal Tax	22,922.76
Board of Health Permits	2,920.00	Investment Earnings	30,040.45
Bond Anticipation Note Premium	6,345.00	Liberty Field - Baseball	10,000.00
Boxborough Meadows	2,500.00	Liberty Field	20,000.00
Building Admin. Fees	4,447.54	Library Fines	3,864.22
Chapter 90: Highway Reimbursement	7,437.55	Library Gift Fund	452.29
Building Permits	139,079.04	Lien Certificates	22,783.00
Cancer Insurance W/H	471.87	Life Insurance WH	2,956.86
Cemetery Dept. Fees	1,100.00	Long-Term Disability WH	9,514.01
Cemetery Lot Sales	500.00	Lottery Aid	220,636.00
Cemetery Perpetual Care Fund Int.	789.39	Medicare WH	62,960.61
Community Policing	10,000.00	Middlesex Retirement WH	202,738.15
Conservation Fund Interest	638.47	Milk Licenses	29.00
Conservation Trust Fund Donations	406.25	Miscellaneous Licenses, Permits	1,127.50
Copy Machine Gift Fund (Lib)	80.00	Miscellaneous Revenue	523.00
Court Fines	46,250.50	Motel/Hotel Room Occ. Tax	141,260.00
Cultural Connections Library Grant	1,443.99	Municipal Equality Library Gt	645.66
Deferred Compensation WH	75,513.25	MV Excise 2002 and Prior	132,572.93
Demand Fees	5,750.00	MV Excise 2003	496,328.49
Deputy Collector Fees	3,371.00	MV Excise Clear Fees	1,360.00
Dog Fines	2,195.00	MV Excise Interest	3,462.92
Dog License Fees (Rev.)	4,035.00	NRC Offset Library Grant	87.13
DPW Guaranteed Deposits	2,199.02	Other Permits (Bldg.)	1,625.00
Elder Affairs Grant	5,187.00	OT Enforcement/Mobilization Grant	2,271.28
Elder Affairs Revenue - Non-Grant	1,483.00	Parking Fines	380.00
Electrical Insp. Permits (Rev.)	22,169.89	Personal Property 1993-2002	885.28
Enhanced Education Through Tech	373.00	Personal Property 2003	136,398.38
Extended Polling Hours Revenue	399.00	Peter F. Whitcomb Fund Interest	475.16
Federal Income Tax WH	612,629.06	Planning Bd. Consult Fees, Int	201.54
Federal School Lunch Program	11,945.04	Planning Board Fees	33,787.70
FICA WH	11,834.53	Planning Board Guaranteed Deposits	552.99
Fire Alarm Permits	2,218.14	Plumb/Gas Insp. Permit Fees	14,328.00
Fire Dept. Ambulance Receipts	80,649.98	Police Career Incentive	26,745.00
Fire Dept. Other Permits	534.75	Police Dept. Misc. Fees	1,174.92
Fire Union Dues WH	1,560.00	Police Dept. Misc. Permits	395.00
Fire Safety Equipment Grant	15,000.00	Police Dept. Pistol Permits	1,235.00
Furnace Permits (Bldg.)	195.00	Police Union Dues WH	6,190.00
Grace M. Priest Fund	2,000.00	Property Tax Interest	11,866.13
Grace M. Priest Fund Interest	45.73	Public Library Grant	3,614.03

Public Safety Equipment Grant	15,500.00	Title V Septic Grant -- School	1,487.00
Real Estate Tax 1993-2002	38,283.30	Town Clerk Fees	2,089.00
Real Estate Tax 2003	10,730,884.36	Town Hall Dues	2,739.04
Recreation Comm. Fees	23,695.00	Transfers In - Howe/Panek, Richards	500,000.00
Reita Bean Library Fund Interest	262.22	Transfer Adjustments	0
Rollback Taxes	3,702.82	Transfer Station Sticker Fees	1,300.00
Roy F. Custance EMT Fund Interest	33.51	Transient Vendors Licenses	7,185.00
Sales of Copies	7,069.18	UCCI Revenue	1,174.69
School Aid: Chapter 70	1,341,551.00	Valerio's Library Fund Interest	19.57
School Construction CH645	374,472.00	Veterans' Benefits	5,998.00
School Lunch Sales	71,464.38	War Memorial Fund Interest	16.43
School Meals Tax	240.07	Wetland Protection Fees	3,166.75
School Revenue (Other)	1,000.00	Withdrawal Taxes	51,808.71
School Retirement WH	261,359.29	WPT - Certificate Fees	<u>30.00</u>
School Union Dues WH	16,517.26		
Siemen's Library Fund Interest	722.64	<b>Total FY2003 Receipts</b>	<b><u>\$17,969,205.03</u></b>
SPED 94-142 Allocation	64,472.00		
SPED Early Childhood	6,138.00	<b>Recapitulation</b>	
SPED Curriculum Access	7,500.00	General Fund Balance, 7/1/02	\$2,479,651.15
Spirit System Coupo Litigation	150.00	Trust Fund Balance, 7/1/02	<u>1,005,509.59</u>
Stabilization Fund Interest	16,078.02	<i>Subtotal</i>	3,485,160.74
State Income Tax WH	261,919.28		
State Revenue (Other)	526.42	FY2003 Receipts	17,969,205.03
State School Lunch Program	2,566.45		
State-Owned Land	713.00	Less FY 2003 Approved Disbursements	<u>18,014,373.10</u>
Tax Liens	9,236.58		
Tax Lien Interest	2,238.60	Cash on Hand 6/30/03	<u>\$3,439,992.67</u>
Tax Lien Redemption Fees	535.00		
Tax Sheltered Annuities WH	107,337.36	General Fund Balance, 7/1/03	2,413,511.64
Teacher Quality Grant	8,551.00	Trust Fund balance, 7/1/03	<u>1,026,481.03</u>
Title I - Reading Program	8,628.00		<u>\$3,439,992.67</u>

### Projected Long-Term Debt

Year	Principal	Interest	Total
FY2004	783,000.00	278,851.35	1,061,851.35
FY2005	403,000.00	239,070.45	642,070.45
FY2006	350,000.00	218,575.00	568,575.00
FY2007	350,000.00	202,387.50	552,387.50
FY2008	350,000.00	186,025.00	536,025.00
FY2009	350,000.00	169,400.00	519,400.00
FY2010	350,000.00	152,425.00	502,425.00

Debt servicing associated with the Blanchard School addition will continue for several years past this period. Not included is the Boxborough share of the Regional School bond debt, which is determined annually by proportionate enrollment figures.

## COMMISSIONERS OF TRUST FUNDS

The Commissioners of Trust Funds herein submit their fiscal year report on the status of Trust Funds in possession of the Town Treasurer.

### **Reita Bean Library Book Fund**

This fund was established in memory of the late librarian, Reita I. Bean. The sum of \$ 10,000.00 was given to the Town by her family and friends. The interest earned at Citizens Bank this year was \$ 262.22. No donations were received. The Trustees spent none of this fund this year. The balance in this fund at fiscal year's end is \$15,394.24.

### **Henry H. Brooks Library Fund**

The sum of \$ 3,000.00 was left to the Town by Mr. Henry F. Brooks. The interest earned on the investment of these funds can be expended for certain Library purposes. No funds were expended this year. The interest earned at Citizens Bank this year was \$ 56.78, and the fund balance is \$ 3,332.59.

### **Cemetery Perpetual Care Fund**

The Fund balance is now at two bank locations, North Middlesex and Citizens Bank, and it totals \$ 43,126.97. Interest earned on the Fund was \$ 805.83. The total unexpendable portion of the Fund is \$ 28,900.00.

### **Conservation Fund**

Interest earned on this fund at Citizens Bank was \$ 638.47, leaving a Fund Balance at year-end of \$37,483.26.

### **Roy F. Custance E.M.T. Fund**

The sum of \$ 3,250.00 was given by family and friends of Roy F. Custance. \$ 1,000.00 of these funds is non-expendable. Interest earnings are to be used to fund the purchase of a medical book needed for a deserving graduating high school student from Boxborough who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating of the ambulance. Interest earned on this fund at Fleet Bank was \$33.51. The Fund balance is \$ 1,968.90.

### **John R. & Elsie G. Hammond Scholarship Fund**

The sum of \$ 20,000.00 was given to set up this Trust by John & Elsie Hammond. The interest income from said Fund will be used towards an annual award to a resident of Boxborough who is a deserving graduating high school senior. The interest earned on this Fund was \$ 1,031.41. The annual award was \$ 1,200.00. The Fund balance is \$ 20,824.40.

### **Law Enforcement Trust Fund**

This Fund has been in existence since August of 1986. Funds have been added to it over the years through State Funding and other sources. The fund is prohibited by law from earning interest. The balance of the Fund is \$ 5,390.48. Grants totaled \$228.50 and there were no disbursements.

### **Grace M. Priest Memorial Fund**

The sum of \$ 1,120.27 was left to the Town by the family of Grace M. Priest. Interest earned may be spent equally on cemetery and library expenses. Donations totaling \$2,000.00 were made during FY2003. Interest earned at Citizens Bank was \$ 45.73. The Fund balance is \$ 4,149.23.

### **Siemen's Library Fund**

The sum of \$ 10,000.00 was a gift to the Library, and interest earned at No. Middlesex Savings and Citizens Bank was \$ 817.69. Interest may be expended for the purchase of art related books and materials. No expenditures were made this year. The Fund balance is \$19,197.65.

**Stabilization Fund**

Interest earned on the Stabilization Fund from Certificates of Deposits maturing at Eastern Bank and from Citizens Bank during FY2003 totaled \$16,078.02. The Stabilization Fund balance is \$ 844,683.07. Expenditures from the Fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses. No funds were spent this year.

**Elisabeth Oliver Valerio & Manual C. Valerio Fund**

The sum of \$ 1,000.00 was given to the Town. Interest earned on the funds may be used to purchase books, and/or musical recordings on the subject of music, art, painting, sculpture, drawing or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned at Citizens Bank was \$ 19.57, and no expenditures were made this year. The Fund balance is \$1,148.38.

**War Memorial Fund**

The sum of \$ 600.00 was left to the Town with the provision that interest income would be used to care for the War Memorial. The interest earned at Citizens Bank was \$ 16.43, and the Fund balance is \$ 963.75.

**A. Winslow Wetherbee Fund**

The sum of \$ 100.00 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned at Citizens Bank was \$ 2.11. The Fund balance is \$ 123.62.

**Peter F. Whitcomb Fund**

\$ 5,000.00 was given for Highway uses. A combination of cash and stocks had made up this gift, but the last of the stocks (138 shares of Bell Atlantic and 60 shares of AT&T) were sold at the advice of our auditors. Interest this year totaled \$ 475.16. The Fund balance at the end of FY2003 was \$ 27,896.01.

## **FINANCE COMMITTEE**

Boxborough's Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by Town bylaw, with the responsibility to consider "all matters of business included within the articles of any warrant for a Town Meeting" and "shall after due consideration report thereon in print its recommendation as to each article." We are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the operating budget under article 5 at Annual Town Meeting in May. Finally, the Finance committee is dedicated to informing the voters of the key financial and operating issues within town government so as to develop informed debate at town meeting and other forums.

During 2003, the Finance Committee lost the services of Jane Soule who reached the end of her 3 year term. Returning for another year were Lorraine Carvalho (2006), James Gorman (2006), Michael Touns (2005), Keshava Srivastava (2004), Gary Kushner (2005), Kathy Klier (2004), Anton Reinert (2005), and Neal Hesler (2004). The Finance Committee, on September 22, elected Gary Kushner as Chairman, Neal Hesler as Vice-Chairman, and Michael Touns as Secretary.

Fiscal year 2003 ended on June 30, 2003. Over the course of the fiscal year the Finance Committee approved \$132,909.51 in reserve fund transfers. These reserve fund transfers are proposed by department heads, approved by the BOS, and finally either approved or not by the Finance Committee. Reserve fund transfers are used to offset unexpected expenses, accidents, emergencies, or other mishaps. Some of the larger reserve fund transfers included building inspector, salt expense, insurance for Med/Life/LTD and legal services.

In addition to managing the town's Reserve Fund, the Finance Committee was engaged in numerous activities that directly or indirectly affect the financial stability of the town. Some of the key events or issues that the Finance Committee engaged in are documented below:

- Annual budget process for the town of Boxborough for fiscal year 2004 was made more difficult with the reduction in state aid. A proposed proposition 21/2 override was not approved requiring the town to go with a "B" budget. The agreement at the Boxborough Leadership Forum (BLF) was a 40/60 split between the town-side budget and the Blanchard School budget and no impact to the regional school budget. The town operating budget was approved at a total amount of \$15,416,925.11 with \$11,750,969.46 raised by taxation, \$3,665,955.65 being anticipated in Cherry Sheet aid, \$514,826.65 in local receipts. The tax rate was set at 13.32 per \$1000 of valuation.
- The Housing Board reviewed the Boxborough Meadows finances per the contract between the developer and the town. The contract states that all profits above 20% go back to the town for the express purpose of funding additional affordable housing. The town and the developer are in litigation regarding a disagreement on the amount of profit from the project and are currently in negotiations to resolve the issues.
- The Capital Planning Bylaw was again discussed and again pulled from the warrant as the language could not be agreed to between various boards in town. An effort will be made to complete a capital plan for 10 year and 20 years even if a bylaw can not be enacted.
- The Boxborough Summerfields agreement as an affordable housing development for seniors was reviewed by the Finance Committee and comments were submitted to the Housing Board. The inputs were reflected in the comprehensive permit. This resulted in better delineation of accountability and oversight.
- Three important events occurred during the year with the new Library project. A discussion occurred at Annual Town Meeting on whether to delay the start of the project until the state provided the matching funds. The ATM voted to not delay the project. The second was the redesign of the project when the first set of bids came in well over budget. The library was redesigned at no cost to the town and ground breaking occurred.
- Meetings were held between the Police Chief and the Finance Committee regarding the situations with the police fleet of cars. One of the cars needed a new engine. After much review it was determined that the best course of action was to replace the engine rather than rebuild. The present budget makes it difficult to remain on our previous course of buying a new car each year.
- Chief Clayton reported that the ladder truck was on its last legs and during the year it did indeed fail inspection. There was much discussion on whether to replace the ladder truck and if so with what kind of truck (ladder or combination of ladder and pumper). The decision was placed on hold until our new fire chief (Kevin Lyons) can review the situation and report back to the BoS and Finance Committee and finally to the Annual Town Meeting.
- A recurring theme during the Annual Town Meeting was regionalization for high value services. Many residents spoke about the size of the town and the need to regionalize rather than go it alone. A common example was the dispatch center. The cost of the dispatch center has exceeded the original estimate primarily due to salaries and overtime. The Finance Committee will work with the BoS on regionalization. A regionalization meeting was held with members of various towns represented including Maynard, Acton, Littleton, Hudson, Bolton, Harvard, and Stow. Everyone agreed that regionalization was a good idea, but other than some defacto decisions like mutual aid for DPW, fire and police not much was gained at this time. No further progress was achieved during the year.
- A solid waste sub-committee was set up with Lorraine Carvalho nominated to be the Finance Committee representative.

The Finance Committee continues to have active liaisons to many boards in town including the Boxborough School committee, the AB Regional School Committee, the Library Trustees (and the Library Building Committee), the Housing Board, the Planning Board, the Fire Department, the Police Department, and the Boxborough Leadership Forum. These liaisons reviewed both the committee budgets and the warrant articles. There were a number of warrant articles including question 1 Prop 2 1/2 general override (failed), question 2 snow removal equipment for \$21,000 (passed), question 3 pick-up truck for \$36,000 (passed at ATM, but overturned in town election), TJ O'Grady Memorial Skate Park for \$40,000 (passed at ATM, but overturned in town election). The ATM also closed out old articles resulting in \$15,666.65 being freed up for town expenses. The Finance Committee continues to provide feedback to the various committees in town.

### **AIRPORT STUDY COMMITTEE**

The Airport Study Committee (ASC) is a five-member committee appointed by the Board of Selectmen to monitor airport development as it impacts the Town of Boxborough. The committee is charged to report its findings to the Board of Selectmen and any other impacted boards or committees within the Town of Boxborough.

During the past year ASC focused on the following issues: (1) the status and impact of the 1997 five year Safety Improvement Plan for Minuteman Air Field located in the Town of Stow; (2) the 2002 Capital Improvement Plan for Minuteman Air Field; (3) filing of an abbreviated notice of resource area delineation (ANRAD) with the Conservation Commission; (4) updating the master plan for Minuteman Air Field located in the Town of Stow and (5) proposed legislation by the State of Massachusetts providing for clearing of potential obstructions (including but not limited to trees) to aviation. Elements of each of the issues were studied and, where appropriate, input was provided to the associated town function.

### **BOARD OF REGISTRARS**

The Board of Registrars conducted the Annual Census as of January 1, 2003, showing a population of 5,147. There was one (1) session of Voter Registration held during the year. The Board of Registrars met three (3) times during the year to certify signatures on nomination papers and initiative petitions. There were five hundred and four (504) signatures certified and thirty-one (31) deletions. As of the last voter registration, there were 2,986 Registered Voters.

### **VITAL STATISTICS**

In compliance with the Acts and Resolves of Massachusetts 1991 Chapter 431, there were thirty-six (36) records of births received for the year 2003. The total number of deaths recorded for 2003 was six (6); the total number of marriages recorded in 2003 was ten (10).

### **INCOME RECEIVED IN THE OFFICE OF THE TOWN CLERK**

Clerk Fees	\$2,552.00	Copies & Postage	\$ 118.85
Street/Voting Lists	36.00	Dog Fines	1,810.00
Dog Licenses	3,984.00	Auctioneer/Raffle Per.	60.00
Diskettes	55.00	Dog Violations	160.00
Zoning/General By-Laws	83.00	Gas Storage	10.00

**Total Collected And Turned Into Town Treasurer \$8,868.85**



## ANIMAL CONTROL OFFICER

I received and responded to 82 calls during 2003 for pick-up of animals and birds. These included:

4	Skunk	2	Deer
4	Raccoon	2	Fox
2	Opossum	5	Bat
14	Cat	2	Pigeon
3	Beaver	1	Snake
1	Partridge	5	Squirrel
10	Crow	4	Peacock
1	Rooster	1	Ground Hog
7	Coyote	3	Miscellaneous
11	Bird		

Also, there were 17 telephone inquiries regarding animals and birds.

Donald C. Morse  
Animal Control Officer

## ANIMAL INSPECTOR

The Animal Inspector, Donald Morse, is appointed by the Commonwealth of Massachusetts, Department of Food and Agriculture. He is responsible for inspecting all non-domestic farm animals to ensure their health and to prevent possibility of spreading infectious disease to humans or other animals. This year all telephone numbers were required by the Commonwealth of Massachusetts, Department of Agriculture. There were 31 stops made for animal inspection. In 2003 these inspections were made:

<b>Cattle</b> (Adult 2 years & up)		<b>Llamas</b>	0
Dairy	0		
Beef	62	<b>Poultry</b>	
		Chickens	68
<b>Goats</b> (Adult 1 year & up)	14	Turkeys	0
		Ducks	6
<b>Sheep</b> (Adult 1 year & up)	19	Geese	3
		Peafowl	4
<b>Swine</b>	3		
		<b>Rabbits</b>	50
<b>Equines</b>		<b>Quarantines</b>	
Horses	69	Dogs	2
Ponies	6	Cats	3
Stable Accessible to public	1		

Donald C. Morse  
Animal Inspector

## DOG OFFICER

<b>Dogs Licensed</b>	581	<b>Lost Dogs</b>	
		From town	15
<b>Kennel Licenses</b>	6	From out of town	7
\$25	2	Known found and returned to owners	13
\$50	2		
\$75	2	<b>Nuisance Dogs</b>	<b>37</b>
<b>Unlicensed Dogs Picked Up</b>		<b>Bites</b>	
Belonging in town	2	Dog to dog	1
Belonging out of town	10	Dog to human	2
Placed in a new home	1		
Returned to owners	12	<b>Hit By Vehicle</b>	<b>2</b>
Out of town resident holding lost dog	1		
<b>Licensed Dogs Picked Up</b>		<b>Dog In Distress</b>	
Belonging in town	17	Choking	1
Belonging out of town	2		
Returned to owners	19	<b>Cats</b>	
Found out of town, belonging in town	1	Reported missing	4
		Reported stray	2
		Known found and returned to owners	1
		Referred calls to Animal Control Officer	6

## FIELD DRIVER

There have been no calls for the field driver this year. Hopefully this is a sign that owners are attending to their fencing. On the other hand, there may be a lower animal population; certainly not as high as Boxborough's proportion of the 17 million horses living in the United States during 1902. Then, there were only 23,000 cars.

It was noted with interest in Lucie C. Hager's history of Boxborough that the first field drivers, Jonathan Wetherbee and Joseph Sawyer, were appointed on March 10, 1783. This field driver's office is the remainder of the many other jobs required in a once active agricultural community. For instance, Edward Brown and Thomas Lawrence were appointed fish-reeves. This office was no longer needed when dams were built downstream on both Beaver Brook and on the Assabet River; the spring fish migrations no longer occurred.

More on bygone New England Town Officers next year.

George C. Krusen II  
Field Driver

## BOXBOROUGH CABLE ADVISORY COMMITTEE

The Boxborough Cable Advisory Committee (BCAC) was chartered by the Board of Selectmen (BoS) in the spring of 2000 and given the authority to negotiate a new cable contract on behalf of BoS. The new contract was signed with AT&T Broadband in the fall of 2001. The 2003-year was an exciting one as it saw the upgrading of the Boxborough cable system to digital cable and the operation of the town's own Government/Educational channel.

The committee is currently comprised of three members. Each member is appointed for three years. Meetings are held monthly on the second Wednesday at 7:30pm at Town Hall. The meetings times and locations are posted in town hall, on the Boxborough web site, and on the Boxborough cable channel and are open to the public.

The members and their terms are as follows: Ken King, Chair (2006), Matt Wilbert (2005), and Erik Molander (2006).

We are in need of new members. If you have an interest in local origination and/or video production and want to join us, please contact Town Hall or send email to [cable@town.boxborough.ma.us](mailto:cable@town.boxborough.ma.us).

### **The Boxborough Channel**

Boxborough had its own channel up and running for the entire year of 2003. It is Channel 9 and was first originating out of the Littleton Studio but was moved to the Boxborough Town Hall as part of the changeover to the new digital cable system. The BOS bi-weekly meetings are now broadcast live from Town Hall.

### **Digital Cable and High-Speed Internet Access**

Many people will remember 2003 as the year that high-speed Internet access was finally widely available in the town. This, along with digital cable, was provided in the spring. Comcast also recently added video-on-demand and doubled the download speed for Internet access.

### **Comcast**

While there were certainly several issues with the cable system rebuild, on the whole it went well. There are still some places without service but these should be cleaned up in the spring of 2004.

### **Video Transfer and Town Wide-Area Networking**

Part of the contract with Comcast was the ability to originate video programming on Channel 9 from the Blanchard School, the Police Department, and the new library. Comcast was to build a coax-based network to accomplish this. In a new agreement between Comcast and the Town, Comcast will provide the funding that will allow us to put in a fiber-optic network. This will provide the video origination but also allow the town to link the computer systems in all the buildings into one Wide Area Network (WAN).

Again, we are in need of new members. If you have an interest in local origination and/or video production and want to join us, please contact Town Hall or send email to [cable@town.boxborough.ma.us](mailto:cable@town.boxborough.ma.us)

## **BOXBOROUGH INFORMATION TECHNOLOGY COMMITTEE**

The Boxborough Information Technology Committee (BITCom) continued its work through the year in many of the same areas that marked our first year. The role of the committee is to advise the Board of Selectmen (BoS) in all matters of information technology (IT) and to lead the town in developing and implementing an information technology strategy.

The committee is comprised of seven members. Each member is appointed for three years (the first appointees have staggered terms of 3, 2, and 1 years). Meetings are held twice monthly on the first and third Tuesday at 7:30pm. The meetings times and locations are posted in Town Hall and are open to the public. Additional meetings that focus on a specific project or topic are held at other times at a mutually agreeable time to the participants.

The committee's work focus is primarily driven by the needs and recommendations of town government and its constituents. Discussions with town hall staff, the BoS, and other town committees have identified the areas of need. In addition, other requirements are ascertained through various channels such as committee hearings and surveys.

The committee has organized itself around three main areas: 1) infrastructure, 2) computer systems hardware and software and 3) electronic town hall. A committee member is responsible in leading the effort in each of these areas. Other committee members will support that effort through specific assignments. In each of the areas the scope of work may entail, but not be limited to, general information gathering, team and consensus building, policy generation, hardware and software review, business partnerships, and communication to other committees/residents.

Infrastructure is broadly defined as that which provides for the transport of information. Examples are: telephone, cable TV, and data (broadband) systems (wires, fiber, poles, etc.) located in the town's right of way (typically the roads); cell towers; wireless data towers, etc. It is the goal of the committee to see that the infrastructure within the town is adequate to provide the IT services needed by the town and that service providers are offering products that are relevant and of good value. This must be weighed against the visual and physical impacts to the town.

Our focus on computer systems hardware and software is to ensure that the applications and system platform are compatible, and hardware performance is adequate for future needs. Ease of installation, integration/compatibility of applications, networking, file sharing, protection, and maintenance are the key issues that are evaluated before any software or hardware is recommended for purchase by town departments.

The electronic town hall is an official town web site in which town related information is made available to the general public. Town Hall e-mail addresses, agendas, and meeting minutes from various committees, including the Board of Selectmen, are available on the site.

Significant accomplishments for the year are:

- **Assist in the continued development of the Town web site.**

During the past year the primary effort on the Town web site has been on:

- maintaining existing pages and documents,
- adding some additional documents, and
- addressing some issues and potential security holes.

Recently we have been conducting a survey to site users to determine which enhancements would provide the most benefit. Over the next year we'll be looking into adding some of the selected enhancements. In the immediate term, the focus will be on simplifying the most common tasks involved in maintaining the site, so as to minimize the cost to the Town.

- **Develop an IT software and hardware inventory of the town departments.**

This year we made substantial progress on updating the inventory of town computer hardware and software configurations. One of the prime focus areas of this update is on sharing data between different town departments. We are using this information to conduct an analysis of requirements for a new town tax collection support software package.

- **Develop an infrastructure/right-of-way policy to guide the town in its formation of bylaws and to help define a town philosophy regarding these assets.**

The development of this document has caused the committee to re-evaluate its scope. Currently we are in the process of redefining its content in relationship to 1) other town policies and 2) the body(s) that will execute and maintain the policy.

- **Assist the town in improving its general IT capabilities.**

Town-Wide Networking: The groundwork to connect the computer systems in all of the town buildings into one network was developed in 2003 by both BITCOM and BCAC. In the spring of 2004, we will have a fiber network that will allow both groups to achieve their goals.

Town Hall Computer Systems: We continued with our policy of approving all Town Hall computer purchases in order to help enforce long-term goals on compatibility. The real effort in 2003 was to begin to look at the integration of different applications. This was seen in the GIS area and in a permitting application called Geo-TMS. There is much work to be done in this area in the future.

**Other ongoing activities are:**

- ***Understanding the technologies and their potential application to Boxborough for high speed data/voice/video service.***  
We continue to stay abreast of the technology/business opportunities that could impact IT services to the town.
- ***Assist the town in improving its general IT capabilities.***  
The committee continues to assist town hall in system maintenance, hardware procurement, and general networking issues as evidenced by some of our accomplishments as noted above. This activity will continue. Recently we have begun an effort to develop a town government policy on an integrated communications.
- ***Provide representation on other town committees/projects such as the Blanchard Tech Committee, GIS project, and the Cable Advisory Committee.***  
This has been an on going effort.
- ***Improve internet access town wide.***  
For many people in Boxborough, 2003 will be remembered as the year that high-speed Internet access was finally a reality. Comcast started to offer the service in April and doubled the download speed by the end of the year. Also, Verizon started to expand its offering of DSL in the fall of 2003.

## **BUILDING DEPARTMENT**

Although there was a slight decline in permit/construction activity, Boxborough continued to show a relatively strong pace in residential growth and commercial construction as compared with some of the surrounding communities. The Town of Boxborough Building Department issued 18% less building permits this year than last, while revenue for the department increased 9%.

The revisions to the many codes and regulations that we administer help us stay current with the best available information and practices. We continue to strive to improve our goal of delivering Public Safety to the fullest extent possible.

Just a few reminders...

- Check and change your smoke detector batteries every 6 months.
- If you are not sure whether a project requires a permit, it probably does. A quick call to this office is all it takes to make sure.
- Always check credentials. A contractor is required to have insurance and in most cases a contractor should have both a Construction Supervisor's license and a Home Improvement License.
- F.Y.I. The Seventh Edition of the State Building Code should be released sometime later in 2004. The Board of Building Regulations and Standards has voted to use the International Building Code (IBC) and the International Residential Code (IRC), 2000 (with 2002 amendments) as the basis for the Seventh Edition of the State Building Code.

I would like to thank all of the dedicated Town of Boxborough employees and boards, the residents and the contractors working in the town for their assistance in the successful operation of the Building Department.

The Building Department respectfully submits its Annual Report for the year-ending December 31, 2003.

John F. Field  
Inspector of Buildings/Code Enforcement Officer

#### **Building Permits Issued**

<b>New Construction</b>		<b>Stop Work Orders</b>	1
Residential/Single Family	32		
Commercial	2	<b>Fees Collected</b>	
Pools	6	Permit Fees	\$ 188,028
		Certification Fees	2,809
<b>Additions/Alterations</b>		<b>Total Fees Collected</b>	<b>\$ 190,837</b>
Residential	<b>103</b>		
Business	13		
Demolition	2		
<b>Miscellaneous</b>			
Sign	9		
Furnace	20		
Temporary Structures	7		
<b>Total Permits</b>	<b>194</b>		

#### **ELECTRICAL INSPECTOR**

I hereby submit my report for the year ending December 31, 2003:

Total permits	210
Total fees collected	\$ 31,828.73

#### **PLUMBING/GAS INSPECTOR**

I hereby submit my report for the year ending December 31, 2003:

Total permits	150
Total fees collected	\$ 16,270

## **BOXBOROUGH FIRE DEPARTMENT**

The Boxborough Fire Department experienced several changes during calendar year 2003, most notably a change in department leadership. On August 12<sup>th</sup> 2003, Chief William Clayton retired after providing the Town of Boxborough with nine years of dedicated service as Fire Chief. All fire department personnel thank Chief Clayton for his service to the town and wish him well during his retirement.

In calendar year 2003, the Fire Department responded to a total of 663 calls for assistance – 326 fire related calls and 337 medical calls. Alarm investigations and motor vehicle accidents continue to represent a large percentage of our fire related calls.

The capacity and performance of the Municipal Fire Alarm System continues to expand. There are currently twenty-three commercial or multi-family buildings that have fire alarm systems monitored by the Boxborough Public Safety Dispatch Center. This system provides the Dispatch Center immediate notification of any monitored fire alarm being activated. We hope to have all town owned buildings and recreation fields monitored by this system in the near future.

With the generous financial assistance from the Acton-Boxborough Rotary Association and the Blanchard Memorial Parents Teachers Friends, we have been fortunate to continue the Student Awareness of Fire Education, (SAFE) program. The theme of this program is to educate children to the dangers of fire and smoking. This education is conducted in a school setting by Boxborough firefighters who have obtained special training in this program.

During 2003, the Fire Department received funding in the amount of \$48,000.00 through a federal grant sponsored by the United States Fire Administration. We were able to replace 4,800 feet of Large Diameter Fire hose and related water valves and equipment. The fire hose that was replaced was more than eighteen years old and was frequently failing.

In August of 2003, our thirty-six year old aerial ladder truck was placed out-of-service indefinitely. There is significant safety and reliability issues that made it necessary to remove this fire apparatus from service. We continue to survey the needs of the town for this type of equipment. In addition we are accessing the appropriate staffing and training levels of the fire department to support the proper function of an aerial ladder truck.

Fire Prevention duties continue to be a large part of our service to the community. During 2003, we issued 215 permits. These include final inspections of homes and commercial occupancies, smoke detectors, LPG Storage, UST Removal, oil burner installations, blasting permits, fire alarm systems and sprinkler installations.

On August 1, 2003, I was fortunate to assume the position of Fire Chief for the Boxborough Fire Department, for which I am grateful. I want to extend my appreciation to the fire department staff, town administration and the residents of Boxborough for a warm welcome. I look forward to serving the community and doing our best to provide the safest and most cost effective fire department services to the Town of Boxborough.

Respectively submitted,  
Kevin M. Lyons, Fire Chief

## Fire Department Statistics for Calendar Year 2003

### Run Statistics

Alarm Investigations	153	Medical Assists	16
Animal Rescue	2	Motor Vehicle Accidents	41
Appliance Fires	1	Motor Vehicle Fires	9
Arcing Wires	3	Mutual Aid Rendered	11
Assist Police	5	Outside Smoke Investigations	2
Bicycle Accident	1	Smoke in the Building	12
Brush Fires	7	Special Service	3
Carbon Monoxide Investigations	7	Station Coverage (Mutual Aid)	5
Dumpster Fires	1	Storm Damage Inv.	0
Electrical Investigations	9	Structure Fires	7
Gas Investigations	5	Water Problems	7
Hazardous Material Incidents	3	Wires Down	6
Illegal Burning	2		
Landing Zone Coverage	1	<b>Total</b>	<b>326</b>
Lockouts	7		

### Medical

Ambulance requested	337
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## POLICE DEPARTMENT

It is again my pleasure to submit the annual report for the Police Department for 2003.

During 2003, the police department continued to be a very proactive law enforcement agency and has strived to provide the highest quality service to the citizens of this community. It has been, however, a somewhat difficult year in that a poor economy and dwindling state resources forced budget cuts that resulted in a reduction of one full time position and the ensuing layoff of a patrol officer. For the first time in approximately five years, there were a significant number of shifts staffed with only one officer on duty. On the 11:00PM – 7:00AM shift, 487 shifts were staffed with only one officer out of a full staffing of 730 shifts. Put another way, over 66% of all overnight shifts had only one officer on duty. Staffing at this level has created situations where officers had to respond to some very dangerous calls alone, as well as resulting in the inability of our officers to respond to complaints or calls for service as quickly as they had done so in the past, in some instances. Although it has been more difficult to provide service during this past year, Boxborough Police Officers have remained dedicated to the community policing philosophy, the mission statement of the department, and to working with community members, town officials, and other town departments to assure the safety of all residents of our community.

In 2003, we continued our many community policing programs and activities. We applied for and did receive a community policing grant from the Commonwealth of Massachusetts through the Executive Office of Public Safety in the amount of \$10,000.00. Again this year, this grant helped to fund these very worthwhile programs that included such things as our police motorcycle patrols, bicycle patrols, additional cruiser patrols during town events and activities, child safety seat events, and our many youth activities. We were also able to staff additional cruiser patrols at targeted times of the year such as New Years Eve, graduation time, prom time, Memorial Day weekend, Halloween night, and Labor Day weekend. Also again this year, we applied for and received a \$4,800.00 grant from the Massachusetts Governor's Highway Safety Bureau which was used specifically for seat belt and traffic enforcement during specific scheduled "enforcement periods" throughout the year. In taking part in these highly publicized enforcement periods, we joined hundreds of other law enforcement professionals throughout the state to significantly increase the use of seat belts in Massachusetts, as well as to significantly reduce the number of traffic fatalities statewide on our roadways.



The Police Department did experience some changes in personnel during 2003. Special Police Officer Matthew Furlong was offered, and accepted a full time police officer's position with the Town of Nahant, and Special Officer James DeLuca accepted a full time police officer's position for the Town of Southborough. I wish both these officers the best of luck in their new careers.

Statistically, 2003 showed mixed numbers with a decline in some areas and increases in others. Boxborough police officers made 149 arrests during the year, which is an approximate 37% decline over last year, and 186 individuals were summoned to court to answer criminal charges (reflecting a 35% decrease). The department did show significant increases in some areas such as citizen assists, larcenies, missing persons, motor vehicles complaints from residents, the number of noise complaints that were investigated, and the investigations of motor vehicle accidents that involved property damage. From 583 individual radar assignments as well as from proactive routine patrol, our officers issued a total of 1,057 motor vehicle citations throughout the year. Boxborough officers responded to and investigated a total of 112 motor vehicle accidents during 2003 with 41 of these involving property damage and 71 involving injury to the driver or passengers. Lastly, our officers responded to 468 incidents of suspicious activity, 188 burglar alarms, 253 specific requests from citizens involving a complaint of speeding cars or other violations, and 186 responses to emergency medical assistance calls.

Our Public Safety Dispatch Center continues to provide the vital link between the citizens of the community and all public safety personnel on the street. The center operates 24 hours per day/ 7 days per week, and aside from dispatching personnel to emergency calls, provides an opportunity for citizens to receive personal courteous service at the police station, whether they are seeking directions, requesting reports or information, renewing firearms permits, or reporting criminal activity. The Dispatch Center received 13,468 calls for service in 2003 ranging from emergency calls to the routine. The Dispatch Center is currently made up of four (4) full time dispatchers and four (4) part time or per diem employees. I believe that our Public Safety Dispatch Center continues to provide a tremendous service to the citizens of this community and the dispatchers have certainly shown themselves to be highly trained, courteous, and professional individuals who have dedicated themselves to serving the citizens of Boxborough. Again this year, I would like to offer my sincere thanks to these men and women who continually maintain our lifeline and continue to keep us safe.

In closing, I would like to offer my sincere appreciation to all of the members of the Boxborough Police Department for their dedicated service to this community and for putting their lives on the line for us on a daily basis. Their dedication to duty, professionalism, and their ability to work as a team toward common goals has made my job easy and I feel proud work along side all of these men and women. I would like to extend a personal thanks to Sergeant Stephen Trefry and Sergeant Warren Ryder for their leadership and support in the daily operations of the police department, as well as to my secretary Michele Hauser for her professional and outstanding administrative support. Last, but not least, I would like to sincerely thank the members of the Boxborough Fire Department, Highway Department, and the many other town departments that have helped us meet our goals and successfully provide quality service for all our citizens.

**Major Incidents 2002-2003**

	<u>2002</u>	<u>2003</u>		<u>2002</u>	<u>2003</u>
Animal Complaints	125	147	M.V. Accidents w/Injury	41	41
Annoying Phone Calls	6	17	M.V. Accidents/Property damage	59	71
Arrests	236	149	M.V. Complaints (traffic problems)	205	253
Assist Citizens	336	575	M.V. Theft	4	1
Attempted Suicide	7	10	Noise Complaints	43	70
Breaking & Entering	14	4	Protective Custody	2	5
Bomb Threats	1	0	Rape	1	0
Burglar Alarms	198	188	Recovered Stolen M.V.	4	0
By-Law Violation	76	49	Robbery	4	1
Disturbances – General	62	54	Sex Offenses	2	2
Disturbance – Domestic	45	34	Shoplifting	2	2
Emergency Medical Calls	202	186	Sudden Deaths	1	1
Follow-up investigations	84	92	Summoned to Court	278	186
Larcenies	40	61	Suspicious Activity	532	468
Liquor Law Violations	3	7	Vandalism	51	40
Missing Persons	9	24	911 Hang-ups	182	211

Respectively submitted,  
Richard G. Vance, Jr.  
Chief of Police

**CONSTABLES OF THE TOWN OF BOXBOROUGH**

The following is list of the duties performed by the constables of the Town of Boxborough in 2003.

Temporary Custody Order	1
Contempt Summons	3
Post Town Meeting Warrants	1
Domestic Relations Summons	1
Capias Arrest Warrants	3
By-Law postings	1
Notice to pay rent	1
Order of Conditions Letter	1
Notice of Eviction Proceedings	1
Summary Process Summons	1
Judgment	1

Respectfully Submitted,  
David Birt, Constable  
Richard Golden, Constable

## BOXBOROUGH CONSERVATION COMMISSION

The major responsibility of the Conservation Commission is to manage the town's natural resources and enforce the state Wetlands Protection Act and town of Boxborough Wetlands Protection Bylaw. Under these two pieces of legislation the Commission is given the responsibility of protecting certain specific 'interests' within wetlands and land adjacent to wetlands. The 'interests' to be protected under the state and/or local laws include: public and private water supplies, groundwater supplies, flood control, storm damage prevention, groundwater pollution, shellfish, fisheries and wildlife habitat. The combination of these two regulatory duties consumes about 80% of the Commission's time.

A land owner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland. During calendar 2003 the Commission reviewed 14 Notice of Intent and 3 Resource Area Determinations (RAD). These values are down slightly from previous years due to the slow economy. As the table below indicates, the number of requests has not decreased substantially from previous years. Each of these permits requires public hearings, deliberations and site walks. The table also lists the number of requests for Certificates of Compliance (COC) and Extensions for permits.

<u>Year</u>	<u>NOI</u>	<u>RAD</u>	<u>COC</u>	<u>Extensions</u>
2000	18	2	13	4
2001	19	0	7	14
2002	13	1	7	11
2003	14	3	18	11

In order to help the Conservation Commission perform its duties, Michael Wierbonics was hired as a part time Conservation Commission Agent. Michael brings a lot of valuable expertise to his role. He is very knowledgeable in the state wetlands regulations and filing procedures, plant identification to enable the Commission to determine the extent of wetlands, wildlife habitat identification and land management. We look forward to Michael's participation and contribution.

During the past year major improvements were made to the following conservation lands:

- Beaver Brook - Steele Farm
- Flagg Hill
- Have Not Pond
- Patch Hill - Carriage Road
- Rolling Meadows
- Wolf Swamp

New signs were placed on these parcels identifying access points. Trails have been cleared and marked. Maps have been made showing the trail locations. Efforts have been started to control non-native invasive plants such as oriental bittersweet and multiflora rose.

There are a number of other people in town whose help make our work easier. We would like to thank Ken March and the Highway crew for their assistance on land and trail maintenance, the Building Inspector for help with enforcement and the staff at town hall. We would also like to thank the Boxborough Conservation Trust for helping maintain trails and perform many other land management functions. The Trust is a private, nonprofit group devoted to preserving open space in Boxborough and public education.

On a sad note the Commission wishes to acknowledge the passing of Helen Volkmann. Helen was an invaluable member of the Conservation Commission for over 20 years. She will be greatly missed. The Commission will also be without the services of Pat White as secretary to the Commission. Pat has retired after many years service to the town in various capacities.

The Commission meets on a regular basis on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month and we welcome the public. If you would like to find out more about assisting the Commission as a Commission member, an associate member or as a land steward, please call any member or Town Hall.

## **ZONING BOARD OF APPEALS**

In Boxborough, the Zoning Board of Appeals (ZBA) is a five-member board with provision for two alternates. The Board of Selectmen appoints members to three-year staggered terms. During the past year the following members served the board: Karim Raad, Chair (2005), Clifford Perry, Clerk (2006), Leah Russell (2005), Peggy Molander (2005), Tom Gorman (2004), and Chris Habersaat, Alternate Member (2004). There is a vacancy for one alternate. Mary Nadwairski currently supports the Board approximately 19 hours a week.

This past year Pat White retired. She provided over 20 years of service and support to the community, its citizens, and the ZBA. The ZBA wishes her well as she enjoys more time for family, travel, and golf.

The Zoning Board of Appeals (ZBA) is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, Massachusetts General Laws, Chapter 40A, Section 12, and Section 5200 of the Boxborough Zoning By-Law.

Primary powers of the Zoning Board of Appeals are the issuance of Special Permits (See Paragraph 5211) provided for in accordance with the provisions of Section 5300 of the Zoning By-Law, Paragraph 5212, and to hear and decide petitions for variances from terms of the By-Law. Granting of variances from the By-Law requires that the Zoning Board of Appeals find that an applicant meet four strict conditions before granting of a variance. Public hearings are held for each application for a Special Permit or Variance.

Enforcement of the Zoning By-Law as provided for in the Zoning By-Law is the duty of the Building Inspector. The Board of Selectmen appoints the Building Inspector. Duties of the Zoning Administrator are defined in Massachusetts General Laws, Chapter 40A, Section 13. Any decision of the Zoning Administrator may be appealed to the Zoning Board of Appeals as provided for in Massachusetts General Laws, Chapter 40A, Section 14, within 30 days after that decision.

Additionally, the Board continues to be involved with applications and issues relating to MGL Chapter 40B Comprehensive Permits for affordable housing.

The Board generally holds regular meetings twice a month on Tuesday evenings at the town hall. During 2003 approximately 15 applications were considered. They were a normal mix of variances, freestanding signs, reduced frontage lots, work in the W-district and/or its buffer, and appeal of the building inspector's decisions. The ZBA continues to receive applications and has an active schedule of public hearings. We encourage the community to check the town web site for details about these meetings and hearings.

## **BOXBOROUGH HOUSING BOARD**

### **Background**

The Boxborough Housing Board was created in accordance with a bylaw passed unanimously at Special Town Meeting October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee. The Selectmen appointed five members to the Housing Board in January 2001, whereupon the new board commenced official business.

## **Comprehensive Permits**

### ***Boxborough Meadows***

In August 1999, Boxborough Meadows, LLC (BM LLC), began a comprehensive permit development of 48 units on about 18 acres of land on Mass Avenue. Following the guidelines of MGL 40B, the developer proposed 12 units, 25%, as affordable housing. In January 2001, the ZBA approved the comprehensive permit. The lottery required to allocate the affordable housing units was held in August 2002. In December 2002, the Monitoring Services Agent notified BM LLC that it was not in compliance with certain provisions of the Regulatory Agreement. Since that time the parties have been engaged in discussion to resolve the issues involved. Forty-four of the residential units, including all the affordable housing units, have now been occupied.

### ***Summerfields***

This is the first comprehensive permit application filed after the Board's inception. The Board has worked to refine comprehensive permit format, pricing considerations and other elements of the process to improve clarity, thoroughness and other aspects of the initial and follow-up monitoring activity.

## **Condominium Exchange Program**

### ***Phase One***

During the spring and summer of 2001, a professional study was conducted of condominium pricing and other pertinent factors to determine the feasibility of exchanging a number of Boxborough's existing condominium stock from market to deed restricted status for sale under the appropriate mechanisms to certain affordable housing eligible households. The study was completed in December 2001, providing the rationale, detailed market and affordability analysis and financial implications of a Condominium Exchange program.

At the May 2002 Annual Town Meeting, \$200,000 was appropriated for the purpose of exchanging as many as eight currently existing two bedroom condominium units from market to deed restricted status. Thus Phase One of the Boxborough Condominium Exchange Program was launched. Since then, the Federal Home Loan Bank of Boston granted funds in the amount of \$200,000 to supplement the original Condominium Exchange Program. The expectation is that the funds combined from the Town and the FHLBB will enable the conversion of 16 two bedroom units to deed restricted status. Over 40 applications were received for the unit allocation lottery, which was held on February 20, 2003. To date, three condominiums have been exchanged with the fourth in process. While the entire Board has worked diligently on all facets of its various endeavors, three Board members deserve particular mention for the extensive and diligent efforts they directed to the Condominium Exchange Program: Jeff Handler, David Kendrick and Joan Meyer.

The Board was informed by the Massachusetts Municipal Association in late fall that it would be awarded the Kenneth E. Pickard Award at the January Annual Meeting and Trade Show in recognition of its outstandingly innovative Condominium Exchange Program.

## **Open Space Affordable Housing**

During FY03 and into FY04 the Housing Board hoped to undertake serious evaluation of possibilities for sponsorship of affordable housing on Town-owned land in ways that combine low-density affordable housing with preservation of open space and the maintenance of Boxborough's rural character. While the goal was to bring specific plans forward for consideration by Annual Town Meeting 2003, a variety of reasons prevented this degree of progress. The same holds true this year. However, the Board has not lost sight of this endeavor.

## **Town Support**

The Boxborough Housing Board extends its gratitude to the Town Hall staff and the Board of Selectmen for their involvement and support during the past year.

### **Special Mention**

The Housing Board especially thanks Board of Selectmen member Les Fox without whose diligence, ability and concern for affordable housing and the Town of Boxborough the progress achieved by the Board would be considerably diminished.

Channing Wagg  
for the Boxborough Housing Board

## **PLANNING BOARD**

### **Introduction**

The Planning Board is a five member elected board with a term length of three years.

David Kembel participated as an Associate Planning Board Member in 2003. The Associate Member, an appointed position, can only act on Planning Board special permit applications in the case of absence, inability to act, or conflict of interest. Michael Ashmore submitted his Planning Board resignation in December 2003 due to his relocation to Pennsylvania. Mike joined the Planning Board in March of 2000 and was recently reelected for a 3-year term at the May 2003 election. The Planning Board thanks Mike for his service to the town and wishes him well in his future endeavors.

Alicia Altieri, Town Planner, provides staff support to the Planning Board. Pat White retired from her position as secretary to the Planning Board, Conservation Commission and Zoning Board of Appeals in June of 2003. Pat was replaced by a part time secretary, Mary Nadwairski. Mary provides support to the Zoning Board of Appeals and the Planning Board. The Planning Board thanks Pat White for her many years of service and welcomes Mary Nadwairski to the town.

2003 was a busy and exciting year for the Planning Board. In 2003, the Planning Board conducted over 30 public meetings to review development proposals; to conduct Master Planning meetings/public forums; to prepare local land use regulations and bylaws; and to conduct other planning business. The Planning Board level funded its budget in FY04. This was accomplished by reducing Planning Board expenses by the amount of the Planner's contractual salary increase.

### **Master Plan**

In 2003, the Planning Board received \$30,000 in state funding under EO 418 for the Massachusetts Avenue (Route 111) Corridor Study. The Route 111 Corridor Study has two components. The first component includes a zoning and land use analysis of the corridor and recommendations for zoning bylaw amendments to discourage strip development along Route 111 and to encourage development in the Town Center. The second component is the site plan for a multi-purpose trail along the entire distance of Route 111. The Planning Board hired the consulting firm Daylor Associates to perform the Route 111 Corridor Study. The Planning Board/Master Plan Implementation Committee conducted 7 Master Plan Implementation meetings to review proposed amendments to the Zoning Bylaw including changes to the use and dimensional requirements in the Town Center; a proposed Town Center Village District Bylaw; and a Corridor Overlay District. On November 17<sup>th</sup>, the Planning Board conducted a public presentation of the Massachusetts Avenue (Route 111) Conceptual Trail Plan. The trail was designed to be located on the northerly side of Route 111 where feasible and within the 60 foot right-of-way for Route 111. The trail is designed to meander and to preserve features such as the tree canopy, large trees, stone walls and rock outcroppings. The trail is 5 feet wide with shoulders ranging from 3 to 10 feet depending on the site constraints. The plans also show construction options such as a board walk across sensitive wetland areas. The plans have been revised based on feedback from the public meeting. A second public forum will be conducted to review the plan changes. The Town Planner has been working with Town Counsel and the Town Accountant to set up a Route 111 Trail Fund so that monies received from grants or other sources can be used to construct the trail. The Planning

Board will use the plan while reviewing developments along Route 111 so that sections will be constructed as development occurs along the corridor.

### **Development Review**

The Planning Board reviews all subdivisions for conformance with the *Subdivision Control Law* and *The Rules and Regulations Governing the Subdivision of Land in Boxborough*. The Planning Board is also the special permit granting authority for Private/Common Driveways, Open Space Commercial Developments (OSCD), Access through the Commercial Districts to Residential District and the permit granting authority for site plan review. The Planning Board reviewed the following development plans in 2003:

- The Planning Board reviewed Site Plan changes submitted by Cisco Systems Inc. for 1414 Mass Ave to allow construction of additional parking.
- Red Acre Development (Mark Starr), Definitive Plan entitled: "Daniel's Way," was approved to divide an existing house lot into 2 lots on Davidson Road (#266) in the Agricultural-Residential (AR) zoning district.
- The Planning Board approved the Special Permit request submitted by Wendy Sweet under Section 4900 of the Zoning Bylaw to access residential land in Acton through the Office Park District in Boxborough on 455 Central Street.
- The Planning Board approved the Definitive Subdivision Plan and request for special permit for the "Fair Oaks" subdivision submitted by Landwest Inc, formerly known as Tanager Estates (Marcus), dividing 27 acres into 8 residential lots, and 1 business lot; and special permit under section 4900 for access to the residential district through the business district. The proposed road is named "Hughes Lane" in memory of Lance Corporal Paul J. Hughes U.S.M.C killed in action on November 11, 1967, who resided in the vicinity of the subject parcel.
- The Planning Board approved the Definitive Plan submitted by New Blue Hills Saugus Realty Trust entitled: "Ward Road Definitive Plan" dated April 8, 2003.
- The Planning Board approved the Preliminary Plan submitted by Larry White entitled: "Rattlesnake Meadow III" dividing 18.3 acres into 7 lots (3 in the AR zone and 4 in the Business zone).
- The Planning Board granted a special permit and scenic road approval for a private/common driveway submitted by the Estate of Kyzer for two lots (1 existing and 1 proposed) on 627 Old Harvard Road.
- The Planning Board approved a modification requested by Matthew Rosner to the Private/Common Driveway Special Permit issued to the Estate of Kyzer to add 645 Old Harvard Road to the houses accessed by the 627 Old Harvard Road Private/Common Driveway.

### **Commercial Project Review**

The Planning Board reviewed the following commercial developments in 2003:

- The Planning Board granted Site Plan Approval to Rooftop Recycling (Sean Anestis), to convert an existing warehouse into an asphalt roof shingle recycling facility by adding a truck scale and container storage areas. Rooftop Recycling sorts roofing materials on site and then transports the materials to an off-site recycling facility. There is no processing of materials conducted on the site. The Board's decision was appealed by abutters to the site. The court ruled that a Site Plan Decision cannot be directly appealed to the courts. The aggrieved party should appeal the building permit issued in reliance on the Board's Site Plan Decision. The courts made a similar ruling in Larry White's appeal of the Planning Board's Decision for the proposed Mass Ave. Automobile Storage Facility.

- The Planning Board granted Site Plan Approval to construct a 33,600 square foot office R and D building and Special Permit to convert a single drive into a private/common drive for 330 & 340 Codman Hill Road. This plan was a re-submittal of a previous site plan that had been approved and inadvertently lapsed.
- The Planning Board reviewed and approved a change in use and occupancy at 155 Swanson Road for Syn Qor, a manufacturer of DC to DC converters. The building was formerly occupied by Lucent. The Planning Board also reviewed a parking re-striping plan for 155 – 159 Swanson Road.
- The Planning Board received the Site Plan to construct a 10,682 sq ft retail, office and storage building; and to demolish the existing buildings at 593 Massachusetts Avenue.

### **Approval Not Required Plans**

A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement.

The following ANR plans were endorsed in 2003:

- Applicant: Estate of Kyzer, Approval Not Required (ANR) Plan to divide 17 acres into 2 reduced frontage lots and 1 parcel on Old Harvard Road.
- Applicant: Nashoba Valley Nursery, ANR Plan to show existing lots on Burroughs Road.
- Applicant: Waluck, ANR Plan to create a parcel of land to convey to the Stow Conservation Commission.
- Applicant: Warren, ANR Plan to divide 3.81 acres into 2 lots on Old Harvard Road.
- Applicant: Larry White, ANR Plan to reconfigure lots 1B, 2A and create a new parcel B3 on Mass Ave.
- Applicant: Hilberg, ANR Plan to create a 5.8 acre parcel of land to be conveyed to the Gutierrez Company for open space protection to support an office development in Littleton.

### **Scenic Road Plans**

In Boxborough any removal of stone walls or public shade trees along designated scenic roads requires approval from the Planning Board under the Scenic Road Bylaw. In 2003, the Planning Board issued scenic road approval to Matthew and Solange Richard to replace the existing driveway with a new access driveway on Depot Road.

### **Subdivision Road Inspections**

The Planning Board coordinates subdivision road inspections to ensure that construction is in accordance with the approved plans and the Subdivision Rules and Regulations. The Planning Board coordinated the inspection of Priest Lane, Barteau Lane Extension, Houghton Lane, and Hughes Lane. The Board also had final inspections performed on School House Lane and Colonial Ridge Drive before acceptance of the roads as public ways.

### **Annual Town Meeting May 2003**

The following Zoning Bylaw changes were approved at the May Annual Town Meeting:

- Rezoned portion of Industrial-Commercial (IC) District #5 from IC to Agricultural-Residential (AR).
- Removed portion of IC District # 5 rezoned above and portion of parcel 176 Hill Road from the Wireless Communication Facilities Overlay Zoning District.
- Changed the wording regarding the maximum height of roof top mechanicals from “ whichever is greater” to “whichever is less.”

Zoning articles from the May Annual Town Meeting were approved by the Attorney General on September 15, 2003.



The proposal to amend the Zoning Bylaw so that the sign requirements in the Town Center District were consistent with the sign requirements specified in The Design Guidelines did not receive the necessary two-thirds approval at Annual Town Meeting. The town also voted to accept Colonial Ridge Drive and School House Lane as public ways at the 2003 Annual Town Meeting.

### **Long Range Planning/Other Projects**

The Town Planner began implementation of the GEO-TMS Planning Module. All current projects have been entered into the system. Barbara Birt is assisting with inputting historic decision data. The Town Planner filed the Boxborough Stormwater Management Plan with DEP and EPA on June 4, 2003. The Planning Board reviewed and submitted their recommendations on all special permit, variance and comprehensive permits submitted to the Zoning Board of Appeals.

The Planning Board encourages all residents to participate in the local planning process and the Master Plan implementation process. The Planning Board meets on scheduled Monday or Tuesday evenings at 7:30 p.m. in the Boxborough Town Hall. Meetings are posted on the Town's website: [www.town.boxborough.ma.us](http://www.town.boxborough.ma.us) on the calendar.

Any planning questions or comments may be directed to the Planning Board or Alicia Altieri, Town Planner at (978) 263-1116 x 112 or [alicia.altieri@town.boxborough.ma.us](mailto:alicia.altieri@town.boxborough.ma.us).

I thank all of the members of the Planning Board, the Master Plan Committee and other volunteer committee members for their assistance and their dedication to the town in 2003.

Respectfully submitted,  
Alicia A. Altieri, AICP  
Town Planner on behalf of the Boxborough Planning Board

## **METROPOLITAN AREA PLANNING COUNCIL**

The Metropolitan Area Planning Council is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments.

The Council is governed by 101 municipal government representatives, 21 gubernatorial appointees, and 10 state and 3 city of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an executive director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.

In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

- **Municipal planning:** working with more than 25 communities under the Executive Order 418 program. EO 418 provides communities with up to \$30,000 in state funding to undertake overall visioning on local planning issues, including housing, economic development, natural resources, and transportation.

- **Bringing advanced technology to cities and towns in the region:** a contract with Pictometry International will provide aerial photographic images that municipal departments, including police and fire, can utilize to improve service delivery.
- **Adoption of smart growth principles:** MAPC developed and adopted principles of good planning practice that will encourage sustainable patterns of growth to benefit people living throughout the metro Boston region. MAPC is also a founding member of the Massachusetts Smart Growth Alliance.
- **Metro Data Center:** The Center is an official US Census affiliate, helping to distribute demographic data throughout the region, including demographic, economic, and housing profiles for all 101 communities in metro Boston.
- **Transportation planning:** as vice chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the 25-year Regional Transportation Plan as well as the annual Transportation Improvement Program, including transportation spending priorities for the region. We also spearheaded development of transportation spending criteria, taking into account environmental, economic, and equity considerations.
- **Metropolitan Highway System Advisory Board:** MAPC staffs this board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the authority.
- **Regional Services Consortia:** The four regional consortia established by MAPC collectively purchased \$18 million in office supplies and highway maintenance services for its 31 member municipalities. The project also facilitates collegial forums among members' chief administrative officers focused on collaborative problem solving and resource sharing.
- **Metro Mayors Coalition:** Working with the mayors and city managers of 10 municipalities in the urban core on issues such as group purchasing, employee health insurance, security and emergency coordination, and municipal relief legislation.
- **Homeland security:** addressing homeland security issues by facilitating cross-municipal partnerships between police, fire, and emergency management departments to acquire and share equipment, and more generally to plan for emergencies involving multiple municipalities.
- **Hazard mitigation:** initiating a federally-funded partnership to produce a hazard mitigation plan to protect nine coastal communities in the event of natural disasters, including flood, winter storm, wind, fire, and geologic hazards.

*Please visit our website, [www.mapc.org](http://www.mapc.org) for more details about these and other activities.*

### **Metrofuture: Making A Greater Boston Region**

MAPC has launched a new civic process, called MetroFuture, to create an updated regional vision and growth strategy for metropolitan Boston. MetroFuture engages city and town governments, state agencies, non-profits, business, labor and academic groups in this planning process. The outcome will be a vision and growth strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement this new framework for addressing the challenges facing metropolitan Boston.

The effort to create this new strategy was launched on October 29, 2003 at a Boston College Citizens Seminar. More than 400 citizens from a wide range of local and regional groups attended the event, and expressed their opinions on the region's resources and challenges as well as their own visions for the future. This input will be critical as we move to the next phase of this exciting multi-year project. Please visit the project web site, [www.metrofuture.org](http://www.metrofuture.org), for more information.

**Minuteman Advisory Group on Interlocal Coordination** (Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow)

This year, the Minuteman Advisory Group on Interlocal Coordination (MAGIC) hosted two Legislative Breakfasts; set transportation priorities and ranked projects; sponsored a forum on “Zoning Reform: Why, What, & How”; organized two “Creative Solutions” housing workshops; reviewed and submitted environmental comments on several developments of regional impact, including Littleton Technology Park, Bose (Stow), and the Rt. 2 rotary; continued work on the “MAGIC Carpet,” a study of alternative transportation options; and planned events in conjunction with the Regional Vision and Growth Strategy. Using MAPC Geographic Information Systems (GIS) staff, MAGIC also provided introductory and more advanced GIS training sessions for local officials and staff. This year, MAGIC also welcomed Bolton as a new member.

### **DESIGN REVIEW BOARD**

The Boxborough Design Review Board (DRB) is comprised of representatives appointed by the Board of Selectmen (Tim Rudolph, DRB Chairman), the Planning Board (Karen Metheny), the Historical Commission (Scott Robinson), and Permanent Building Committee (Clifford Perry), and we are currently seeking an at large member.

Design Guidelines, adopted by the Design Review Board on July 17, 2000, are available at Town Hall. These guidelines expand zoning bylaw provisions by establishing design attributes (solids and voids; facades and openings; massing and spacing of buildings; placement and orientation of buildings; architectural details, materials and colors; roof slopes and shapes; signage and lighting; and landscaping) for the Town Center District and creating the process for Design Review within the district at the time of application for special permits and site plan review.

In calendar year 2002, its fourth year of operation, the Design Review Board reviewed activities and initiatives in participation with the Planning Board and the Master Planning process. There continues to be little public activity in realizing the Town Center vision. While economic development is good for the town, our concern is that such development, particularly in the Route 111 corridor, be consistent with the character of the town. We believe that we should be providing other town boards, particularly the Planning Board and the Zoning Board of Appeals, with additional expertise and tools to assist in the management of growth consistent with Boxborough's character. Such expanded review is consistent with other communities in the Commonwealth that have established Design Review Boards. At the same time we want to facilitate a rapid and responsive process for applications as “customers” of the permitting process. Mostly, we are awaiting an increased pace for the development of Town Center itself.

Respectfully submitted,  
Design Review Board

### **HISTORICAL COMMISSION**

The Commission completed its work with our consultant, Sanford Johnson of Groton, MA, on the Town-wide historical inventory. Finalized versions of this material along with the required overview report and town survey map were submitted to the Massachusetts Historical Commission to complete the Town-wide survey. An additional set of the inventory is on file at Town Hall.

The Commission has contracted with another consultant, Anne Forbes of Acton, MA, to prepare nomination papers for the National Register for two Town sites: Levi Wetherbee/ Steele Farm and the Old Town Center area as noted on the Town-wide inventory. Anne’s work will include preparing the necessary documentation and working with the Massachusetts Historical Commission to insure that State guidelines for these applications are complete.

The Historical Commission brought before Annual Town Meeting and had enacted a Demolition Delay Bylaw. This Bylaw empowers the Historical Commission and the Building Inspector to delay demolition of buildings in the Town which have been determined to be historically significant. During this delay time the Commission and the Town are given the opportunity to work with the owners on preservation options or on relocation and preservation at alternative sites. The Bylaw is written to make these historically significant buildings identifiable to the Town, though a list generated by the Commission, and includes a public hearing provision allowing owners recourse prior to the implementation of a demolition delay of up to twelve months.

The Commission continued its program of obtaining historical identification signs for historical properties in Town. Nineteen signs have been installed so far as part of this program.

The Commission, in conjunction with the Historical Society, generated a proposal for reuse of the existing Albert J. Sargent Library building. This building is to become vacated as the new library building becomes available. The Commission proposes use of the building for the storage and display of historical artifacts and as a multi-function meeting facility.

The Commission responded to a number of requests for information regarding historical events and persons in Town, researching and making referrals as appropriate. Commissioners continued in their support throughout the year of the Design Review Board and Library Design Board on behalf of the Historical Commission. The Commission also participated in the Master Planning process.

Respectfully submitted,  
Boxborough Historical Commission

## **BOARD OF HEALTH**

During the past year, the Board of Health was served by members Phil Alvarez (2003), Bryan Lynch (2004), and Marie Cannon (2005). The daily operations of the Board were ably managed by Mary Cobleigh, Secretary to the Board of Health (and Building Department). Unfortunately, Phil resigned from the Board in late 2003 when he moved to Acton. Anyone interested in this vacant position should inquire with Mary Cobleigh.

### **General Services**

In general, the areas of public health that the Board was involved with during 2003 include: visiting nurse services, home healthcare, clinics, hospice, mental health, health promotion, disease prevention, communicable disease reporting, vaccination, human services, tobacco control, substance abuse prevention, dental hygiene, drinking water safety, septic disposal, environmental health, housing & sanitary code enforcement, food services, recreational area safety, and mosquito control. Due to resource and time constraints, the Board must constantly prioritize and select for action those areas that have the greatest potential for impact on the public health. We request input from residents about their public health concerns to help guide us in our efforts.

As has historically been the case, the greater percentage of the Board's time and energies was given to the oversight of water resources, public health and environmental protection. This included:

- Reviewing septic system and well plans, and periodic testing results.
- Monitoring local pool operations and permitted food service establishments
- Working as part of the Water Resources Committee
- Coordinating efforts with other groups and organizations.

During 2003, moderate-size facilities, including small treatment plants, large septic systems, and public water supplies, continued as prominent issues in the plans for new commercial buildings, upgrades to existing condominium septic systems and new larger residential projects. Also, the Board and DEP have ongoing concerns

with several Town apartment buildings and condominiums about their public water supplies, groundwater discharge, and sewage disposal systems. A number of new wastewater treatment facilities were installed to upgrade larger existing septic systems over recent years and the performance continues to be monitored in accordance with DEP regulations. Additional upgrades are still pending. The progress on these issues still continues slowly.

The Board of Health has started utilizing, on a limited basis, the new geographical information system (GIS). We have finally received the GeoTMS software programmed to our specifications and plan to set up a comprehensive database from our files. We expect to complete the initial effort in the next year. Ultimately when this system is complete, the Board plans to use it to monitor water resources and compliance with Title 5.

In regards to the delivery of healthcare services, Boxborough continues to receive the major part of its Board-sponsored activities through the Nashoba Nursing Service of the Nashoba Associated Boards of Health. This care took the form of skilled nursing visits, physical and occupational therapy, social worker visits, and dental care. Other healthcare services overseen by the Board include those provided to eligible Town residents by Concord Family and Youth Services and Eliot Community Services. Town residents in need of these services should contact the agencies directly. Summaries of these services on behalf of Boxborough residents appear later in this report.

### **Issues in 2003**

The local public health infrastructure continues to meet the continued threats from the events of 9/11. The registered nurses and sanitarians with Nashoba have received intensive training to respond to the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. Public immunization plans that functioned well in the past are being revised and updated. Still these are just the early adaptations of the public-health system. Planning and implementing will continue at many levels to ensure the protection of the public health and safety.

Under the organization and direction of Chief Clayton (Fire Department), the Town's Comprehensive Emergency Management Plan was updated and adopted by the Massachusetts Emergency Management Agency (MEMA), and the Local Emergency Planning Committee (LEPC) was certified.

The Board continues to monitor bird deaths with the potential relationship to West Nile Encephalitis. While some towns in the region have continued to show evidence of the virus, primarily in birds and especially crows, it is important to realize that the relative risk of becoming infected with the virus is extremely low. Nonetheless, residents, especially those who are elderly or immunocompromised, should take appropriate precautions against mosquitoes. The Town will continue to avail itself of the services of the Central Massachusetts Mosquito Control Project and participate in the State surveillance program.

During the year, the Board plans to continue the activities discussed above, plus:

- Continue implementation of the Board of Health portions of the GIS;
- Build our capacity to participate in public health measures to protect against possible bioterrorism; and
- Improve our ability to convey public health information to the public.

Any town resident interested in working on any of the areas discussed above, or other issues impacting public health, is strongly encouraged to contact the Board.

## NASHOBA ASSOCIATED BOARDS OF HEALTH

www.nashoba.org  
(800) 427-9762

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Boxborough. In 2003 particular efforts were made to respond to a series of new service demands in the Environmental Division while adjusting to changes in the Nursing Division created by national trends in health care. Some of the new service demands included:

- Answering inquiries from other local departments regarding suspected bioterrorism incidents. Through coordination with the Massachusetts Department of Public Health (MDPH), suspect samples were submitted to the DPH lab for analysis; follow-up, as appropriate, was taken when lab results were learned. Nashoba's internet web site provided information for the public. (**See *nashoba.org***)
- Response to the bioterrorism threat through coordination and communication with the Centers for Disease Control, the MDPH, and the Massachusetts Emergency Management Agency.
- Response to the West Nile Encephalitis (WNV) surveillance effort through coordination with MDPH, through the collection of suspected bird samples, submittal to the MDPH lab, and follow-up when the lab results were obtained.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.
- Response to state mandated changes in regulations requiring more frequent beach sampling through sample collection, submittal for analysis, and follow-up when results were obtained.

We look forward to continuing our work with Boxborough's Board of Health. Included in the day-to-day work of Nashoba in 2003 were the following:

Reviewed 52 Title 5 state mandated private Septic System Inspections for Boxborough Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Boxborough Board of Health for enforcement action.

- Through membership in the Association Boxborough benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Provided health education programs in collaboration with the Boxborough Council on Aging.
- Collaborated with Minuteman Home Care around elders at risk and other safety issues.
- Responded to and assessed mental health concerns through crisis intervention and teamwork with other community resources including Eliot Community Mental Health Center.
- Continued participation in pilot project for home health nursing staff to more effectively and efficiently maintain patient records through use of palm-held computers. Use daily downloaded data for scheduling, chart maintenance, and records access. Database refreshed daily by uploading at day's end.

By the Boxborough Board of Health's continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost!

## **Environmental Health Department**

### ***Environmental Information Responses Boxborough Office (days).....45***

The Nashoba sanitarian is available for the public on Friday morning at the Boxborough Board of Health Office. ***This does not reflect the daily calls handled by the three Nashoba secretaries during daily business Hours.***

### ***Food Service Licenses & Inspections ..... 21***

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected at a minimum twice a year. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection, health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

### ***Housing & Nuisance Investigations ..... 13***

Nashoba, as agent for the Ashburnham Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

### ***Pool/Camp/School Inspection ..... 45***

Pools are inspected upon opening and as needed thereafter to insure compliance with the State pool regulations.

### ***Septic System Test Application..... 32***

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

### ***Septic System Lot Tests..... 116***

Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.

### ***Septic System Plan Applications .....42***

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

### ***Septic System Plan Review..... 45***

Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

### ***Septic System Permit Applications (new lots) ..... 31***

### ***Septic System Permit Applications (upgrades) ..... 6***

Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

### ***Septic System Construction Inspection ..... 56***

Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.

### ***Septic System Consultation ..... 31***

During all phases of application, design and construction, the Nashoba Sanitarian is called upon for legal details and interpretation.

### ***Well Permit ..... 16***

### ***Water Quality/Well Consultation ..... 12***

Private wells are regulated solely by local Board of Health regulations. The Nashoba Sanitarian assists the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

***Rabies Clinics - Animals Immunized* .....21**

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

**Nashoba Nursing Service**

***Nursing Visits* ..... 149**

Nashoba's Certified Home Health Registered Nurses visit patients at home under their physician's orders to provide an assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.

***Rehabilitative Therapy Visit* ..... 110**

Nashoba Therapists provide skilled physical, occupational, and speech therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional independence.

***Home Health Aide Visit* ..... 40**

Nashoba's Certified Home Care Aides provide assistance with bathing, dressing, exercises and meal preparation.

***Local Well Adult, Support Groups, & Other Clinic Visit*..... 132**

Included are 2 health promotion home visits. Also well adult clinics and hepatitis, pneumovax, tetanus clinics. Flu immunization clinics served 114 persons. Other clinics included cholesterol, exercise, mental health and bereavement clinics.

**Communicable Disease Reporting & Control**

Nashoba's Nursing Service & Environmental Health Department work together to meet the local Board of Health's responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within Boxborough (MGL Chap 111, Sec 6, 7 and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases "dangerous to the public health" as defined by MDPH (MGL Chap111, Sec 6).
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case "dangerous to the public health."
- Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
- Receive reports, investigate and conduct follow-up on all incidences involving positive rabies results.

**Dental Health Department**

***Examination, Cleaning & Fluoride - Grades K, 2 & 4***

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

**Students Eligible ..... 253**

**Students Participating ..... 110**

**Referred to Dentist ..... 8**



### ***Instruction - Grades K, 1 & 5***

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

**Number of Programs .....14**

**Students Participating ..... 230**

## **CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT**

www.cmmcp.org

(508) 393-3055

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 36 cities and towns throughout Middlesex and Worcester Counties. 1 new member town joined the CMMCP service area in 2003.

The Project's headquarters is located at 111 Otis St., Northborough, MA. Tours of the headquarters or visits to field work sites may be arranged by calling the office in advance. Project personnel are also available to meet with any town board or resident to discuss the Project's procedures and activities. Our phone number is (508) 393-3055.

CMMCP practices Integrated Mosquito Management (IMM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost effective mosquito control. IMM encourages the use of non-chemical means to accomplish the goal of mosquito reduction.

The Mosquito Awareness program which we offer to elementary schools in our district is very popular. Project staff meets with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Live samples of mosquito larvae are included with the presentation, and are left in the classrooms so that students can watch their development. Slides, videos, handouts, and coloring books help to make this an interesting program.

As part of our effort to reduce the need for pesticides, our first line of control is our wetlands restoration program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, wetlands are returned to historical conditions, and water quality is improved. Source reduction, the elimination or reduction of a mosquito breeding source, is practiced by alerting residents and business owners about potential mosquito producing sites they have created.

Bti mosquito larvicide is used to treat areas where mosquito larvae are found and source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our fields crews will investigate all requests and treat the area only if pre-determined thresholds of mosquito larvae are exceeded. Bti is a naturally occurring product, and is exclusive to mosquito larvae, preserving other aquatic organisms in their habitat.

Our goal is to handle all mosquito problems with wetlands restoration, source reduction or larviciding, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases residential areas are treated with either hand-held or pick-up truck mounted sprayers. Applications are site-specific and are determined by weather, type of area and mosquito population's levels. These applications are done only by request of town residents. Adult mosquito surveillance is performed before any applications of any product.

The Project's surveillance program monitors adult mosquito and larval population density, and is the backbone for prescribing various control techniques. We have expanded the adult collection program to monitor for West Nile Virus in our service area. When WNV is identified in an area, surveillance is intensified to sample mosquitoes in that area, and these collections are sent in to the Mass. Dept. of Public Health for virus testing.

The Project has a website at [www.cmmcp.org](http://www.cmmcp.org) which has extensive information on our program, products we use, and mosquito control procedures. Requests for service can be made through the website, as well as pesticide exclusions. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening.

Timothy D. Deschamps, Executive Director & Timothy E. McGlinchy, Director of Operations

### **CONCORD FAMILY AND YOUTH SERVICES**

[www.cfys.org](http://www.cfys.org)  
(978) 263-3006

Concord Family and Youth Services, a division of the not-for-profit Justice Resource Institute, Inc., has been providing help to adolescents, young adults and families in Middlesex County including Boxborough since 1814. Programs include diagnostic assessment for adolescents in crisis; social worker counseling for at-risk Acton-Boxborough high school students; a shelter for young adults; group home for boys; therapeutic high school, two residential schools for girls; comprehensive parenting services for all residents; and an Adoption Resource Center.

CFYS provides support to Boxborough families involved in The Family Newtork through its parenting resource library, workshops, seminars, support groups, and drop-in playgroups (through "First Connections" and "Healthy Families") and Boxborough teenagers access counseling services in the A-B High School.

### **ELIOT COMMUNITY HUMAN SERVICES, INC.**

[www.eliotchs.org](http://www.eliotchs.org)  
(978) 369-1113  
(978) 369-0908 (Fax)

The funding that we have received from the Town of Boxborough has been an invaluable resource in our efforts to offer a full range of mental health and substance abuse services to the community. Eliot Community Human Services provided 534.75 hours of service to 34 residents of Boxborough for fiscal year 2003. This represents a 32% increase in the number of residents served and a 29% increase in the hours of service we provided from the previous year.

The Eliot Center has a long history of providing a wide range of services and clinical expertise across the life span to residents of the local communities. Eliot is currently the only resource in the area that accepts Medicaid and offers affordable services for the uninsured. The need for outpatient mental health services appears to be an ongoing and vital need as evidenced by the Clinic's steady flow of referrals and the increase in services provided to the Boxborough community. We are proud of our ability to meet the demand and at the same time remain fiscally responsible.

Eliot Community Human Services, Inc. remains committed to the mission of providing community-based care that is client centered and responsive to the needs of the residents of the Boxborough community.

### **DEPARTMENT OF PUBLIC WORKS**

The past year was a rather mild year for the winter storm activities. The winter storm season of 2002 - 2003 arrived in the middle of October and was all done by the first part of April. There were approximately 103 inches of snow, 65 inches more than the previous year, and a minimal amount of ice during the season. We had a total of 38 responses to storms during the season, in comparison to 18 the previous season, plowing and sanding 21 times and only sanding 17 times.

With the amount of sanding that happened during the winter and the very wet spring, the clean up took a lot longer than usual. As part of the process, along with the spring clean-up activities, we did some sprucing up of various properties in town including the Police Station and the Town Hall. The DPW oversaw the construction of the new playing fields on Liberty Square Rd. on behalf of the Recreation Committee. This project went well and opened in fall of 2003. This may seem like it was long wait, especially when you see green grass on the fields, but the need to not use these fields was very important to the future longevity of the turf. It looks good, but the grass did not have the time needed to develop the good root base to withstand the punishment that the field is designed to take. I would like to also say that working with the Recreation Committee has been a pleasure. The amount of work that they put into the field project really made the task of overseeing the Liberty Field much easier. I'm looking forward to working with these dedicated people in the future.

The growing season this past season did not see the usual slow down in late July and early August as in most years. As a result we were very busy mowing and maintaining the various town properties, most weeks twice a week all season. With the additional mowing responsibilities of mowing and maintaining Liberty Field and the Cisco field, the time needed to accomplish the mowing has more than doubled. The DPW has seen an increase in area mowed from approximately 14 acres to almost 24 acres maintained. With the very wet year, the mowing never stopped. As a result of this, and the increase of general DPW responsibilities as well as the loss of funding, a lot of things just didn't get done. One major project that was accomplished was that the addition to the DPW garage was completed. The DPW crew did this. This was accomplished by working during all weather conditions. When it was too wet to mow, they worked on the building addition. This included working during rain storms. The upcoming year looks to be another difficult year. With funding issues and being behind on doing other tasks, it promises to be another challenging year.

The Transfer/Recycling Station is working smoothly, thanks in large part to the cooperation of the people that use this facility. The Mercury Thermometer Program is working well. This program allows you to bring your old thermometers to the Transfer Station and trade them for a new digital thermometer. This program is an effort to try and reduce the amount of mercury that goes into the ordinary rubbish. The other program that is working very well is the CRT recycling container. This container is available to discard old computer monitors and television sets. With the surprise law change about propane tanks, we do accept old tanks at the Transfer Station. In an effort to cut cost we closed for one day a week for a short time, but for a number of reasons, this didn't work and we reopened for that second day. There are costs associated with a lot of the programs offered at the Transfer Station that are not charged to the residents who use the facility. Hopefully this can continue, but it doesn't look promising. A committee is being formed to look at all the options. If you are interested in serving on this committee or have suggestions call the Town Hall. As a reminder, the open top container at the facility that is used for large bulky items is just for that. Building debris and yard waste are not allowed in this container due to state regulations. I would like to thank all the people that use the facility for their continued patience and cooperation. Without that very important aspect, the center wouldn't work as well as it does.

I would like to take this opportunity to thank everyone (a long list of people) who has interacted with this Department and helped us throughout the past year. I would especially like to thank the guys who work for the DPW. Without their dedication and positive attitude, we couldn't have accomplished what we have. Also, thank you to the residents of the Town for their patience and support. Any questions or concerns please feel free to call the DPW at 978-263-1600 Monday through Friday 7:30AM to 4:00PM.

Kenneth March  
Director of Public Works

## **CEMETERY**

The normal upkeep and maintenance of both North and South Cemeteries were completed throughout the year. This includes mowing the grass and trimming around the head stones. One large dangerous tree was removed and some of the other trees were pruned.

It was an average year for burials. The sale of lots and perpetual care monies are accounted for in the Treasurer's Report.

The rebuilding of the Cemetery shed is slowly progressing; hopefully it will be completed this year. The foundation work and rotten timbers were replaced as well as leveling the building. Some of the siding that could not be salvaged was also replaced, and the building was painted. We still need to replace the roof, fix the door and finish the inside. So far we are well under budget and it appears that the project will be completed that way.

I would like to thank Superintendent Donald Morse for his dedication and invaluable knowledge of the Cemeteries. I would also like to thank the DPW crew for their assistance in maintaining the Cemeteries. A good job was and is being done by all.

Respectfully submitted,  
Kenneth March  
Cemetery Commissioner

## **VETERANS' AGENT**

The Veterans' Service is established according to Chapter 115 of Massachusetts General Laws and is administered under State guidelines to provide information and assistance regarding benefits to Veterans, Veterans' dependents, widows and children of deceased Veterans. There were no Veterans' benefits paid out in 2003, but there were four inquiries.

A flag was placed on each Veteran's grave on Memorial Day. There was one Veteran burial in the South Cemetery during 2003: Chadwell B. Poland – July 1, 2003. If you know of any Veteran's grave that has not been recognized, please give us a call at (978) 263-1116. I am also looking for the 214D files for anyone who entered the service from Boxborough as we are looking into establishing a permanent war memorial.

Donald C. Morse  
Director of Veterans' Services  
Veterans' Agent  
Veterans' Grave Officer

## **COUNCIL ON AGING**

There are presently more than 475 senior citizens residing in Boxborough. The mission of the Boxborough Council on Aging is to reach out to these senior citizens and their families. This is accomplished by planning and implementing services and activities for older adults. The CoA also directs family members, care providers and older adults to needed services and activities, which may be located in Boxborough or elsewhere. Some of these services and activities may include home delivered meals, luncheon meal-sites, nursing care, fuel assistance, updated health insurance information, trips for socialization, exercise classes and adult day health care. We acknowledge, support and work alongside with individuals, civic groups, and Friends groups who help our elderly.

We inform Boxborough senior citizens by monthly newsletters about our wellness clinics, trips and activities, monthly luncheons, town information, health issues, political issues, legal information and other pertinent topics.

The current Council on Aging consists of five members. Karyn Kealty serves as Chairman, Dean Machamer as the Vice-Chairman, Mary Larson as Treasurer, Elaine Garabedian as Secretary and Nancy Crowley as member-at-large. All five members of the Board are volunteers from the Boxborough community who generously offer their time and efforts to help serve the senior citizens of Boxborough. Kathie Schwarting is the Coordinator of the Council on Aging. Her office hours in the Town Hall are Monday, Wednesday, and Thursday, 9:00AM-3:00PM. Residents are encouraged to call or visit the CoA office during these hours to inquire about services and activities, share information, express opinions, or ask about volunteer options.

The Friends of the Council on Aging is an active and enthusiastic group of volunteers who plan senior activities, social outings and special events. They hold fund-raisers throughout the year in order to support these various senior activities. Astrid Chalupa serves as President, Pat Fallon as Vice-President, Kathy Blackey as Treasurer, Shirley Warren as Secretary, Eunice Hinckley as Corresponding Secretary and Mary Larson as the Liaison to the CoA. The Friends of the CoA has received generous donations from the Acton-Boxborough United Way, the Boxborough Grange and also from private citizens. These donations benefit our senior citizens and are gratefully acknowledged. This December, the Friends hosted their third Annual Holiday Party in the Grange Room of Town Hall. The food was delicious and abundant, and the talented musical group, "The Fiddlesticks," provided great entertainment. The Annual Holiday Party has become an extremely popular event, and the hard work of turning Grange Hall into a festive holiday atmosphere is very appreciated.

Friends' volunteer and Treasurer, Kathy Blackey, also served as Trip Coordinator for our seniors this year. A wonderful selection of events, either in conjunction with neighboring towns or by Boxborough residents alone, consisted of trips to: The Central Massachusetts Flower Show at the Worcester Centrum, The East Hill Farm Lunch & Show and a Tour of Coll's Sugar House in Troy, NH, The Isabella Stewart Gardner Museum in Boston, Tower Hill Botanic Garden & White Cliffs Restaurant, The Charles Riverboat Tour & Cheesecake Factory, the Lowell Spinners, the Pawtucket Red Sox, the Heritage Plantation & The Daniel Webster Inn, Antiquing & Lobster in Maine, Lake Winnepesaukee Fall Foliage by Train in Meredith, NH and the Big Dig Tour & Lunch at Anthony's Pier 4. Also, in February, Kathy Blackey held a Valentine Luncheon in her lovely home for our seniors. A gourmet meal was followed by Cupid's grab bag, which is always a fun and enjoyable part of the afternoon. Throughout the year, the Friends of the CoA also sponsored three open-rehearsal Boston symphonies, which included a pre-concert lecture on the composer and on the symphony as well.

The Boxborough community at large also provided many volunteer hours to help senior citizens. Our Boxborough CoA volunteer drivers are appreciated for their diligent efforts in transporting seniors to various locations. The names of our core group of 2003 volunteer drivers include: Karyn Kealty, Mary Rohwer, Liz Markiewicz, Eleanor Smith, Alida Felton, JoEllen Baird, Rita Gibbs-Grossman, Anne McNeece, Linda Lehner, Ellen Sathe, Lorraine Carvalho, Karen Smolin, Jini Vockel, Bela Chandok and Maureen Walsh. Their names and phone numbers are listed in the monthly newsletter for seniors to call when alternate transportation is not available. Other volunteer drivers not named here have also come forward to help. Our handyman, Bill Litant, has helped out many seniors throughout the year by volunteering his time and talents. Frank Sibley travels to Burlington once a month to represent Boxborough on the Minuteman Senior Services Board. Frank also has lent a helping hand to many seniors with one-on-one computer assistance. You also might see Frank with a camera in hand, photographing senior citizens at various events.

Our senior population is growing every year and we are happy to report that more and more seniors are participating in our activities and events! The Boxborough Neighbors Luncheons held at the United Church of Christ, took place from January to June and from September to December. Approximately 40 seniors attended these monthly luncheons where delicious meals were prepared and served by local civic groups. A craft project, senior-related talk or entertainment followed the luncheons. These wonderful gatherings provided an opportunity for Boxborough seniors to get together with old friends and to welcome new neighbors to the community. This year we also had our first "January" luncheon, which was sponsored by our enthusiastic Town employees. Many thanks to

the following groups who hosted these wonderful luncheons throughout the year: the Friends of the Boxborough CoA, the Friends of the Sargent Memorial Library, the Garden Club, the Boxborough PTF, the Boxborough Minutemen, the Boxborough Family Network, the United Church of Christ, the Council on Aging and the Town employees. Brown-bag luncheons were also held during the summer months and were well attended. The CoA also would like to extend a special thank-you to the Acton Lions Club for serving up a hearty "New England Boiled Dinner" in March as well as to the Acton/Boxborough Rotary Club which hosted its famous September Barbecue for Acton and Boxborough senior residents.

Our aerobics and line-dancing instructors, Phyllis Kennedy and Joan Meakin respectively, have provided hours of good physical as well as "social" health. Their dedication and enthusiasm allow participants to feel welcomed, encouraged and supported. Our bridge group participants, enthusiastically assisted by Dean Machamer, have grown in number and expertise. Several seniors from surrounding towns have also joined in the fun. Another nice way to meet new neighbors!

On the second Wednesday of each month from 11:00AM-12:00 noon, The Nashoba Nursing and Hospice Service provided a wellness clinic at the United Church of Christ. Services offered included blood pressure screening, glucose and cholesterol screenings, flu and pneumonia shots and tetanus and diphtheria vaccines. The wellness clinic is open to people of all ages and is especially well attended by our senior citizens throughout the year.

The Fuel Assistance Program began on November 1, 2003 and will continue through April 30, 2004. This program is open to those residents who are income-eligible, regardless of age. Income-eligibility numbers are published in the senior newsletter during the winter months. Applicants can apply for help with weatherizing their homes and repairing heating equipment as well as for financial assistance for fuel costs. The CoA Coordinator is trained to help with fuel assistance applications.

In 1997, The Friends of the Whitcomb House/Senior Center was established in order to raise funds for a Boxborough Senior Center. The President of the organization is Dick Golden and co-Treasurers are Peggy Boyden and Elaine Garabedian. The Boxborough Council on Aging and the Friends of the Whitcomb House/Senior Center are two separate groups. In December of this year, approximately 150 people enjoyed the 7<sup>th</sup> Annual "Breakfast with Santa" fund-raiser at Blanchard School. The Boxborough Council on Aging applauds the effort, work and contributions of all of the members of the Friends of the Whitcomb House Senior Center.

The Executive Office of Elder Affairs awarded the Boxborough CoA a \$2,600 grant for fiscal year 2004. The major portion of this award was used to defray the cost of printing and distributing the monthly Boxborough senior newsletter. Some of the money was also used to pay for a portion of the Wednesday exercise class.

Calendar year 2003 was a period in which more Boxborough senior citizens were reached, more of our seniors participated in our activities and more of our seniors' interests and concerns were met. The Coordinator as well as volunteers provided outreach services to those seniors who were at risk. Home/nursing home visits and follow-up telephone calls were made. The Coordinator worked with the Boxborough community service providers including the Boxborough Police, the Fire Department, the United Church of Christ staff and other professionals in the community to share concerns and coordinate efforts. Free seminars and workshops were held in Boxborough; others were held in Acton, co-sponsored by the Acton and Boxborough Councils on Aging. The Senior Tax Abatement Work-Off Program, which affords seniors the opportunity to save on their property taxes by volunteering in municipal offices, grew significantly this year; the number of applications quadrupling since the program began in 2001. The Town has definitely benefited from the work accomplished by our very capable senior citizens.

The Boxborough Council on Aging would like to thank the many volunteers who willingly gave hours of their time and effort, the Town of Boxborough, the United Church of Christ and also to the community for their widespread support of senior programs. We also greatly appreciate the financial support of the Acton-Boxborough United Way and the Boxborough Recreation Commission. It is through these efforts of the entire Boxborough community that we are able to continue pursuing our mission of reaching out to all of our valued senior citizens and their families.

## ACTON BOXBOROUGH CULTURAL COUNCIL

The calendar year 2003, once again, brought serious financial challenges to the Acton Boxborough Cultural Council along with the rest of the arts communities. This year the Acton Boxborough Cultural Council allocation for our fall grant cycle was level funded from the Massachusetts Cultural Council. This allocation, while level funded, was the second year that we received an approximately 62% reduction in our MCC allocation due to the continued devastating budget cuts the State made in the MCC budget. This year many other financial resources were unavailable to us as well. The Town of Boxborough continued our \$1000 budget line item, but the Town of Acton reduced our warrant article from \$5000 to \$1000, an 80% reduction in funding. ABCC continues to be proactive in our search for alternative funding sources, but it is getting more difficult. Funding from the MCC Matching Incentive Program was not available again this year due to the Commonwealth of Massachusetts budget cuts in the FY '03 MCC funding.

In addition to our ongoing fall grant administrative duties we produced two very well received large community arts events during 2003. We sponsored and produced two performances in Acton by Five O'Clock Shadow, a vocal pop band popular with teens and young adults and an incredibly well received Caberet Night, "Evening of Jazz with Semenya McCord" in Boxborough Town Hall. Who knew there were that many dancers in Boxborough?

The Acton Boxborough Cultural Council members are highly dedicated, diversely talented volunteers and enthusiastic, energetic arts advocates for Acton and Boxborough. The Massachusetts Cultural Council often holds up the ABCC as an example to other arts councils. Credit must be shared with Boxborough's and Acton's Board of Selectmen, their Administrations and taxpayers for their support of the arts! For the 6th year, Boxborough gave the ABCC \$1000.00 and Acton provided the ABCC, through a warrant article, \$1000.00 to be used by the ABCC for ongoing arts enrichments. We are extremely grateful and constantly acknowledge their support to everyone. We are grateful also for the physical support that the two towns provide us with: meeting spaces, access to the town copiers and general support from our liaisons, Acton Selectman, Trey Shupert and Boxborough Selectman, Simon Bunyard.

We were again this year, the proud recipients of a nearly \$4000.00 "in kind donation" of graphic arts design services by Boxborough resident Mr. Matt Tyndall of Tyndall Design for our production of Five O'Clock Shadow Performance in May 2003. We are very fortunate to have such talented community members who recognize the value of the arts and are willing to contribute their time and energy to our programs.

In December 2003, Yin Peet, sculptor, presented her "Acton Quarry Sculpture Garden" vision to the ABCC. She asked for our support and endorsement. We are excited about the prospect of an ongoing Sculpture Garden open to the public and an arts and education facility that will provide lessons and classes in various art genre. We voted our unanimous support for Yin's project and will be working with her in her travels through the paperwork approval maze.

Funding for the following 2003 programs came from: remaining FY '02 and FY '03 Acton Funds and the FY '03 and '04 Boxborough Funds, some of our "joint" funds along with community donations to the AB Cultural Council.

- Five O'Clock Shadow – Two concerts at the RJ Grey JHS, enjoyed by approximately 900 residents from Acton, Boxborough & our neighboring communities (admission was charged). (May 2003)
- Evening of Jazz with Semenya McCord in Boxborough Town Hall (admission was charged). (October 2003)
- Poetry Events Acton Memorial Library -- Acton (Free to public)
- Pied Piper, Potter -- Boxborough (Free to public)

The ABCC has come a long way from just administering an annual grant cycle for the Massachusetts Cultural Council. We actively seek alternative funding and are acting as presenters for community arts events. We are a committee of ten members appointed by the selectmen of each community, but functioning as a single entity. Our goal is to increase our effectiveness as Art Advocates by supporting, promoting, organizing and presenting arts and artists in our communities.

### ***The Arts are Essential.***

We welcome feedback and suggestions from the community through surveys and word of mouth. We will be hosting a community input meeting and grant writing workshop in spring or fall of 2004; however, we encourage your calls at anytime.

#### **2003 Acton Boxborough Cultural Council Members**

Jean Butler, Chair	Acton
Mitzi Weil, Treasurer	Boxborough
Ann Budner	Acton
Nancy Gerhardt	Acton
Michele Holland	Acton
Rosie Latto	Acton
Rixin Li	Acton
Pat Myers	Boxborough
Susan R. Page	Boxborough
Elaine Sisler	Acton
Diane Hoff, retired 7/1/03	Boxborough
Noreen Rowe, Secretary, retired 7/1/03	Acton
Susan Wiberg, retired 1/1/03	Acton

Each fall, the ABCC is required to distribute our annual MCC allocation through a grant process. The Massachusetts FY '04 Budget was announced and the ABCC grant allocation was \$4,440.00. We included in our FY '04 Grant Cycle our rollover from previous grant cycle FY '02 of \$1,719.00. For the FY '04 Cycle we did not withhold the allowed 5% of the MCC allocation and made the entire \$6,159.00 available for the community members.

#### **FY '04 Acton-Boxborough Cultural Council Approved Grants**

Acton Community Chorus Concerts		\$175
Acton Memorial Library	Poetry Reading	\$300
Acton Memorial Library Children's	Tony Toledo, Storyteller	\$150
Blanchard Elementary School	Eshu Bumpus, African Storyteller	\$500
Boxborough Grange #131	Mini Minstrels	\$250
Friends of Pine Hawk	Pine Hawk Past and Future	\$564
Gates Elementary School	Museum of Fine Arts PASS	\$250
Golden Tones, Inc.	Acton CoA Music Program	\$100
Infant and Toddler Center	Family Literacy Evening	\$325
Jameson, Scott	The Magic of Communication Gates	\$250
Merriam School PTO	Meet the Musicians	\$1,800
Merriam School PTO	Plimoth Plantation	\$350
Meru Foundation	Meru JHS Workshops	\$500
Sargent Memorial Library Children's	Storyteller, Musician John Porcino	\$350
Sounds of Stow	2003-4 Concert Season	\$200
The Discovery Museums	Interactive Theater: Folktales East	\$95

Many well-qualified applicants were turned down due to lack of available funding.

**Total Approved Grant Amount for Acton-Boxborough Cultural Council: \$6,159.00**



## **PUBLIC CELEBRATION COMMITTEE**

The Public Celebration Committee, in conjunction with other groups within the Town, coordinates public activities and celebrations for the citizens of the Town and engages in various projects to preserve the nature and heritage of Boxborough. The year 2003 was a good year for celebrating but a bad year for weather as each of the Town's events were constrained by the elements.

Despite persistent rain, Memorial Day was celebrated with the traditional parade. The route took marchers along Hill Road to the North Cemetery, down Middle Road to the War Memorials at Town Hall and down Stow Road ending at South Cemetery. At each cemetery stop the names of deceased veterans were read and remarks made. At North Cemetery Father Edmund Parker of St. Elizabeth's Church delivered the invocation. State Senator Pam Resor and Representative Jamie Eldridge reflected on the meaning of Memorial Day. At Town Hall, Reverend Ute Moliter, pastor of the Boxborough UCC Church, delivered the invocation. Mr. Pat Moran, a Boxborough veteran, was scheduled to deliver remarks at South Cemetery but graciously demurred due to driving rain.

Marchers included the speakers, veterans, State Senator Pam Resor, State Representative Jamie Eldridge, Boxborough Selectmen, Boxborough Minutemen, the Blanchard Band directed by Linda Potter, the Acton-Boxborough R.J.Grey Junior High School Band directed by Mark Hickey, Fire Department and Scouts.

Fifer's Fair, held in June, is a collaborative effort of the Celebrations Committee, the Boxborough Minuteman and the Recreation Commission. The parade from Blanchard School to Flerra Field featured many of the same participants as the Memorial Day parade plus Minuteman units from other towns, floats and bicycles. It was led by Grand Marshal Linda Potter. The Golden Fife Award was given to Pat Fallon in recognition of her long and faithful service to numerous civic organizations of the Town.

The holiday tree lighting ceremony was scheduled to be held on Saturday afternoon, December 6 at the corner of Middle and Hill Roads. However, bad weather intervened and the event was cancelled. Later that month, Kevin Lyons, the new Boxborough Fire Chief, and his family lit the holiday tree in a small ceremony. Thanks to the Highway Department for putting lights on the tree.

We are especially gratified at the number of new residents of the Town who are joining us at these celebrations. Joining together in these "small town" events is part of what makes Boxborough a great place to live!

We would like to take this opportunity to thank the Town Hall staff, Police Department, Fire Department, Highway Department, Cemetery Department, Blanchard School and the Acton-Boxborough Regional Schools for their continued super support at our events.

## **RECREATION COMMISSION**

The Recreation Commission is responsible for development and implementation of recreational programs for the citizens of the Town of Boxborough. It is also responsible for the management of recreational activities at Flerra Meadows fields. Members of the Commission are: Kevin Lehner, Mike Murphy, Chris Noble, Susan Reuther, Victor Tremblay and Todd Webber. The Commission sponsors programs during the winter, spring and summer months for the youth of Boxborough. The winter program includes kid's games, soccer, basketball and gymnastics. These programs emphasize basic fundamentals and fun associated with participation in youth sports activities. A summer playground program is available for town elementary school age children.

To further contribute to the community, the Commission attempts to employ residents of the Town to conduct the programs. Information concerning enrollments in the program is distributed through the elementary school and Town Hall.

### **Winter Recreation Program (Saturday)**

Each year the Recreation Commission conducts a Saturday recreation program for approximately ten weeks during January, February and March. The program is available to Boxborough children of kindergarten through elementary school age. Residents need not attend the Blanchard School to participate in the program. The program offers basketball, soccer and a combination “all-sports” program. The program is conducted at the Blanchard School Gymnasium. Tom Sandock directed this year’s program and there were approximately **75** registrants for all sessions.

### **Gymnastics**

The Gymnastics program runs for approximately ten weeks during January, February and March. The program is available to all Boxborough children kindergarten through second grade. Residents need not attend Blanchard School to participate in the program. The program offers elementary gymnastics instruction on mats, beam and parallel bars. The program is conducted at the Blanchard School Gymnasium on a weekday afternoon. Kristin Sandock directed this year’s program and there were approximately **24** participants.

### **Soccer**

The Soccer program runs for approximately six weeks during March thru April. The program is available to all Boxborough children first through third grade. Residents need not attend Blanchard School to participate in the program. The program offers instructional and fun drills that allow the children to learn some of the fundamental skills and techniques for playing soccer. The program is conducted at the Blanchard School Gymnasium on Sunday afternoon. Agostino Abbate directed this year’s program and there were approximately **56** participants.

### **K – 6<sup>th</sup> Grade Summer Playground**

A summer playground program is available to children in grades K through 6. The program consists of well-supervised games, sports and creative activities. It is held mornings during the month of July and utilizes the grounds at Flerra Field. Teachers from Blanchard have run the popular program for the past three years with many local high school and college students helping as counselors. Melissa Sinclair & Lori Morse directed this summer’s program. There were over **274** registrants for the two sessions.

### **Fifer’s Day**

The Commission continued its tradition of sponsoring children's activities at the annual Fifer's Day celebration. The children are divided into appropriate age groups and compete in a range of activities, including a fun run, a three-legged race, and an egg toss and potato sack race. All children are recognized for their individual efforts and achievements with ribbons.

### **Adult Basketball**

The Commission sponsors an adult basketball program. The program is held at the Blanchard School gymnasium during a weekday night and is open to all adult residents of the Town.

### **Winter Basketball Skills Drills**

The Commission sponsored a basketball skills drills program. The program is held at the Blanchard School gymnasium during a weekday night and runs for 6 weeks in Nov/Dec. It is open to all girls and boys in grades 3-6 that are interested in learning or improving their basketball skills. Scott Apgar ran this program for us this year. The program was attended by roughly **77** kids.

### **Winter Basketball Skills Drills Jumpstart**

The Commission sponsored a basketball skills drills jumpstart program. The program is held at the Blanchard School. It is open to all girls and boys in the 1<sup>st</sup> and 2<sup>nd</sup> grades that are interested in learning the beginning basics of basketball. This is a parent/child program. It runs on Saturday afternoons from 1:00 – 2:30. Stephen Vicik ran this program. The program was attended by **17** children with a parent.

### **Winterfest**

The sixth annual Winter Fest was held at Steele Farm in January. The festival included demonstrations of wild animals presented by Drumlin Farms, bonfire, and music. Local town groups participated in a Bake Sale and the selling of refreshments. Dell Smart delighted us with music for the afternoon. We hope to see this activity grow in the future and have more town organizations participate in celebrating the winter season and the Steele Farm property.

### **Regional Pool And Gym Facility**

The Acton Boxborough Regional High School pool and gym facilities are available to residents of Boxborough for their recreational use. The Acton Boxborough Community Education program sponsors swimming lessons in the summer and both winter and summer swim teams. For more information on these Programs, residents should contact the Community Education Office (978-266-2525).

### **First Aid & CPR**

The Commission sponsored the training of the directors of the Winter and Summer Programs in First Aid and CPR by the Fire Department. We also offered this course to residents of Boxborough and Acton for a fee of \$25 per course payable to Boxborough Professional Firefighters Association (BPFA). We certified **19** people in CPR and **22** people in First Aid for year 2003. This program will be scheduled again for the spring of 2004. First Aid kits were supplied to the directors of the winter programs. The Commission will restock the kits for the directors of the summer programs 2004. We hope to continue this activity working with the Fire Department to offer these programs to all Boxborough and Acton residents in 2004.

### **Field Update**

Liberty Fields came on line and we started playing soccer and baseball on these fields in September of 2003. Cisco recreation fields came on line in the summer of 2003.

### **Future Plans**

We will continue to expand our programs by incorporating new active recreation opportunities.

## **SARGENT MEMORIAL LIBRARY**

### **Library Building Project**

The Library Building Committee is happy to report that our long-awaited library is finally under construction. In October of 2003, a contract was signed with Barr, Inc., general contractors, and clearing of the Hager site began. The library was re-designed after previous bids came in over the budget. This new design is within our budget and retains the functionality of the previous design. The library is currently scheduled to be completed by January 2005.

Further, on January 15, 2004, the Massachusetts Board of Library Commissioners announced that all of the towns remaining on the General Construction Waiting List would be awarded their funds. This means that within the next year Boxborough will receive its \$1.5million grant, several years earlier than the State's previous estimate.

We would like to thank the Library Building Committee for their steadfastness through many challenges and look forward to the completion of the new Sargent Memorial Library.

### **Change in hours**

Due to current budget constraints, the library hours were changed. **The library is now open: M-W 10-5, T-Th 11-8 and Sat. 10-2.**

### **Electronic Access**

The library website **[www.boxlib.org](http://www.boxlib.org)** has all the most current information on library events, programs, new building updates and the C/W MARS network. With a library card from the Sargent Memorial Library you automatically

become a member of the C/W MARS network of 150 member libraries. The network offers a shared online resource that can be accessed from home to borrow books, magazines, videos, books on tape/CD, and other materials from any member library. You can also tap into reference databases from a variety of magazines and newspapers.

C/W MARS network access from on-site and at home at [www.cwmars.org](http://www.cwmars.org) lets you:

- Borrow books and other materials online from any member library.
- Renew checked out items yourself.
- Have materials from any member library sent to your local library for pick-up.
- Save searches and e-mail yourself a bibliography from your search.
- Search full text reference databases from home provided and funded by the C/W MARS network, the Mass. Board of Library Commissioners, and the MA Regional Library Systems.

### **Book Club**

The Library Book Club continues to meet the second Monday of each month from September through June. New members are always welcome. Call the library or visit the website for a list of titles for the coming year.

### **Programming**

Several programs for adults and children were held at the library during 2003. Financial planning seminars and bookbinding workshops were held for adults and an American Girl Tea Party for kids. Flower and Artwork by local residents and schoolchildren and third grade portraits were all displayed at the library. Sign-up storytime and craft and weekly drop-in storytimes are held throughout the year. Call the library or check the website for details.

### **Summer Reading Program**

Once again we had record breaking attendance of over 600 participants in the annual summer reading program. Library staff visited Blanchard Memorial to enroll students. This year's theme was "Read! Think! Create! @ Your Library." The festivities included an outdoor picnic with magician, Ed Popielarczyk, an evening with storyteller Roger Tincknell, hand made books, weaving, and other craft events, weekly storytimes, and an "End of Summer Reading" Ice Cream Social, sponsored by the Friends of the Library and Blanchard Memorial School. Many local businesses donated prizes and gift certificates for the weekly drawings.

### **Friends of the Library**

The Sargent Memorial Library has an active Friends of the Library group who meet regularly and provide support for various Library activities. The Friends organize an annual book sale to raise funds for the Library. They also provide the Library with resources for programming, summer reading activities, refreshments for programs, museum passes, the ice cream social, and support many other activities. Everyone is welcome to join the Friends of the Library. It is a great way to support your town. For more information about the Friends, pick up a brochure at the Library or call Pat Fallon at 264-0069.

## **BLANCHARD MEMORIAL SCHOOL**

The 2003-2004 school year was one filled with outstanding student achievement. Student performance across all grade levels in areas of core subjects, music, art and technology has been noteworthy. Our historically high MCAS scores continued this year and the community should note our spectacular scores in the areas of mathematics and science. Blanchard continues its earned reputation as a high achieving elementary program.

The Blanchard Learning Community is one that expects high standards needed for success. Internal structures are in place to ensure collaborative energies needed to build a positive child-centered school culture. The school's mission of recognizing and developing every student's academic, social and physical potential continues as our school's top priority. Our mission gives direction to everyone in the organization. It is our common purpose.

While Michael Fullan (1993) emphasized that, “Conflict is essential to any successful change effort,” we at Blanchard have had our share of conflict. Administering a school program within a reduced “B” budget environment provided a host of issues, but throughout year, everyone in our learning community worked together collaboratively maintaining our excellent program. Everyone at Blanchard deserves recognition and kudos for an excellent year. I want to especially recognize the members of my Leadership Team who exhibit tireless efforts and amazing expertise. I appreciate their wonderful support and loyalty. Samuel Slarskey, Assistant Principal; Dr. Sandra Daigneault, Special Education Director; Mark Graziano, Business Manager; and Kathy Bower, Executive Secretary, are certainly recognized as the visible, talented leaders at Blanchard.

I want to also recognize the Boxborough School Committee who continue to serve our school as educational advocates. The Committee’s work is rarely recognized, so I wanted to take the opportunity to personally thank Raid Suleiman, Elizabeth Markiewicz, John Fallon, Rebecca Neville and Carol Geist for providing appreciated leadership for our school.

### **Grants**

(Submitted by Mark Graziano, Business Manager)

The School Department continues to apply for and manage a range of State and Federal Grants. Federal entitlement grants include: Special Education Entitlement (\$68,851), Early Childhood-Special Education Allocation (\$6,138), Early Childhood Summer – Special Education (\$1,000) Special Education Supporting Access to the Curriculum (\$7,500). Other Federal Grants include: Title VI (\$1,487), Teacher Quality (\$8,551), Title I (\$8,628), Enhanced Education Through Technology (\$373), Summer Academic Improvement (\$2,200) and Safe and Drug Free Schools (\$2,789).

### **Library**

(Submitted by Melissa Sinclair, School Librarian)

Every student who attends The Blanchard Memorial School has access to the library media center. Students use the facility to find books to read for both pleasure and information. The library is also used as a place where patrons can bring the vast world around them to their fingertips by going online, reading magazines, and practicing research skills. The facility is designed to try and meet the very diverse needs of the broad age and interest range found at Blanchard Memorial School. A cozy story area can be utilized for young students to hear a favorite tale while at the same time several older students can design spreadsheets at the center’s cluster of computers.

At the present time the library has close to 10,000 titles. According to the Massachusetts Department of Education a school of Blanchard’s size should have approximately 14,000 titles. The library staff is working hard to meet this goal by ordering new titles as well as weeding old. New titles are considered for purchase based on a number of criteria. These include, but are not limited to, support of standards based curriculum, student interest, award winners and teacher requests. We also received a number of books this year from different members of the community and we would like to thank all for the continued support.

All the new books we receive are processed and entered into our automated Winnebago Spectrum System. The Winnebago system was updated at the start of this school year and we are now using one of the latest versions of the program. This update has made student searching more efficient and has aided staff in finding appropriate curriculum materials more quickly.

The library staff is creating a comprehensive scope and sequence for the information literacy program at The Blanchard School. The skills taught for each grade are based on the Massachusetts State Frameworks. These frameworks establish standards for students at different grade levels. At the fifth grade level the library staff is implementing the Big 6 skills curriculum. The Big 6 is an information solving process created by Mike Eisenberg and Bob Berkovitz. It is a problem-solving model that teaches students how to identify, locate and use gathered

information efficiently. The students have all chosen individual topics and are spending the year learning the six steps to help them become more productive researchers.

The library staff has worked hard to make the facility as user-friendly as possible. The accomplishment of this goal has taken many forms. It began with a complete restructuring of the physical space. Most of the collection was moved around to better meet the patrons' needs. Special sections were also created. These include an easy reader nonfiction area and a young adult section for our sixth grade students. Other additions to the collection are books on tape and the independent monthly challenges available for extra challenge. The results of these efforts have made the Blanchard Memorial School Library a place that encourages its patrons to strive for their best!

In closing, the library staff would like to thank the volunteers for their tireless efforts and the faculty and administration for their support. We would also like to thank the Boxborough community, which continues to recognize and provide the resources that are helping to make the Blanchard Memorial School Library Media Center the heart of a world-class school.

### **The Massachusetts Comprehensive Assessment System** (Submitted by Samuel Slarskey, Assistant Principal)

The Massachusetts Comprehensive Assessment System (MCAS) continues to be a key component of the Commonwealth of Massachusetts/Department of Education initiative to establish educational standards for Massachusetts' students. For the academic year 2003-2004, the Department of Education has begun to reconcile aspects of the 1993 Massachusetts Educational Reform Law with the 2001 Federal reauthorization of the Elementary and Secondary Education Act (ESEA) and the details of *No Child Left Behind* (NCLB). That is, the implementation of this 1400 page Federal legislation (NCLB) is causing a realignment and expansion of the Massachusetts Comprehensive Assessment System (MCAS) and school accountability.

The seasonal schedules of MCAS testing and statewide educational Curriculum Framework Standards have held constant over a three year window of time, in all areas except Social Studies. This relative stability gives us our first opportunity to begin to develop a year-to-year comparative analysis of grade level and individual student progress. In Boxborough, we have experienced variability in some of our yearly scores, but the scores tend to be within the performance range expected. Given our high level of past success and the volatility presented by a relatively small student population students are scoring well.

In 2001, the Department of Education issued newly revised Curriculum Frameworks for English/Language Arts, as well as Science and Technology. The staff of Blanchard Memorial School has spent a substantial amount of committee time, during the 2001-2004 academic cycles, addressing issues of curriculum alignment and instructional practices. At the same time, the Department of Education has taken time to align the MCAS tests to the newer standards. The 2003 test results provided to the Blanchard Memorial School staff have been shared with parents and have been used by our curriculum committees to better understand areas of student success and challenge.

Below, are listed a sample of overall Blanchard Memorial School scores for 2003. It is important to note that parents and teachers are provided much more detail, related to grade level and individual student scores, in a variety of skill and content topics and subtopics.

- 86% of our Grade 3 students scored in the Proficient ranges for Reading proficiency, while 0% were in the Warning range. The state-wide scores were 63% and 6%. (Note: This test does not designate an Advanced rating.)
- 64% of our Grade 4 students scored in the Proficient/Advanced ranges for Language Art, while 6% were in the Warning range. The statewide scores were 55% and 10%.
- 70% of our Grade 4 students scored in the Proficient/Advanced ranges for mathematics proficiency, while 4% were in the Warning range. The statewide scores were 40% and 16%.

- 86% of our Grade 6 students scored in the Proficient/Advanced ranges of mathematics while 3% are in the Warning range. The statewide scores are 42% and 26%.

In Boxborough, the review of MCAS test scores is seen as one of many ways to assess student progress and the success of our educational program. We have taken a systematic, cautious and disciplined approach to curriculum alignment and student instruction for the MCAS. Areas of improvement are identified and committees design ways to implement “best practice” adjustments to the curriculum or instructional methods. We align to state Frameworks when the philosophy and expectations set in Boxborough are a good match to the Department of Education standards. We provide the knowledge and skills students need to be successful with standardized testing, but do not change the curriculum just to meet the characteristics of the MCAS. This reasoned approach is afforded to us because of an outstanding staff with a history of educational success, a supportive community, and children who respond positively to the quality education that the community of Boxborough expects. It is our hope that the Town of Boxborough will continue to support the quality of education it has valued in the past, and that students’ academic and social growth will be maintained.

### **Parents, Teachers and Friends (PTF)**

(Submitted by Catherine G. Christensen, President)

The Blanchard PTF is a volunteer organization comprised of parents, teachers and friends. It has two primary roles. One is to provide programs and materials that enhance the educational, cultural, and social experiences of the children at the Blanchard Memorial School. Its other role is to serve as a liaison between the home, school and community. The PTF strives to accomplish this by maintaining open and consistent communication between the PTF and the Superintendent/Principal and the teachers and staff at the school.

The Blanchard PTF is a nonprofit organization with all revenue generated by fund-raising and donations supporting a comprehensive array of enrichment programs and materials used in every grade level throughout the school. Fund-raising programs for the 2002-2003 school year generated \$17,300 and included: the Fall gift wrap sale, Fall flower bulb sale, Blanchard Night at Pizza Hut, Acton area Shopping Night, Solomon Pond Mall’s Evening of Giving, Boxtops for Education, Blanchard Boogies to the Blues Spring Fund-raiser, Blanchard Night at Willow Books, and a Tupperware sale. Family donations for 2002-2003 totaled \$2,260. The Blanchard PTF funds a variety of enrichment opportunities including science, art, music, technology and the Destination Imagination program. In addition, the PTF contributes financial support to the PTF Grant Program, the school library and to the professional development of the Blanchard staff.

The PTF Grants Program, which was established in 2000, awards grants in response to worthy written proposals submitted by members of Blanchard community. Grant proposals may be submitted for one of three deadlines during the school year (usually October, January and April), and can be for any educational purpose, such as classroom enrichment activities (as opposed to core curriculum that is publicly funded by state and local resources), special equipment or supplies not found in the school operating budget or professional development. Each year, a grants review committee is elected and is comprised of two teachers, three parents and two members of the PTF Board of Directors. The committee meets to review all grant proposals and issues written responses to all applicants within thirty days of the grant proposal deadlines. During the 2002-2003 school year, the PTF Grants Program awarded twenty grants for a total of \$17,240. Among the grants awarded were: role-playing props for the multi-age classrooms; commissioned music and a guest musician; healthy newsletters; playground equipment; digital cameras and accessories; a digital camcorder, art prints, art videos and a poster holder for the art department; a solar powered generator to power a cool misting fan for outdoor gym classes during the warmer months; an artist/performer who paints hero art (please note Rob Surette’s portrait of Dr. Martin Luther King, Jr. which hangs in the East stairwell); a living history program on immigration for the third grade; a 72-inch, state-of-the-art SMART Board Interactive White Board; sixth grade science textbooks; Alphamagnets sets for the primary grades and remedial reading program; an algebra system for the fourth grade; and head lice bags.

The Blanchard PTF, which became incorporated in 2003, is led by an elected Board of Directors and holds regularly-scheduled general meetings throughout the school year. There is no membership fee and all Blanchard

parents, teachers and friends in the Boxborough community are welcome and encouraged to attend. One purpose of these meetings is to provide participants with the opportunity to exchange ideas and concerns with the Superintendent/Principal and other members of the Blanchard staff. At each meeting, the PTF budget is reviewed and discussed. A vote is taken, when necessary, to allocate PTF funds for specific requests. Upcoming social and fund-raising events are also discussed, as well as other pertinent PTF business. In addition, various guest speakers are invited to address the participants and may present information on a variety of topics including existing or new academic programs, the MCAS exams, the school budget, health issues and the like.

The Blanchard PTF continues to recognize the importance of sponsoring social events which provide a safe and fun environment for Blanchard families and friends to enjoy. Among these events are the annual Pumpkin Walk, Bingo Night, Blanchard Night at the Worcester Ice Cats and the Mothers Day and Fathers Day tables. The PTF sponsors a Seniors Luncheon each Fall, providing Boxborough's senior citizens with a delicious meal prepared by Blanchard families as well as a musical performance by one of Blanchard's many instrumental or vocal performance groups. In February, the PTF sponsors the annual Teacher and Staff Appreciation Luncheon, at which time Blanchard families take part in preparing a luncheon to express their thanks and appreciation for all that the staff and teachers do for the children and families of the Blanchard Memorial School. Throughout the year the Hospitality Committee provides refreshments for a variety of events, including kindergarten screening and orientation and sixth grade graduation.

Another way in which the PTF supports the community is by presenting scholarships to Blanchard Alumni who graduate from the Acton-Boxborough Regional High School and who have made significant contributions to the Boxborough community.

Each month, the PTF publishes a newsletter, The Blanchard Bits, which serves as its main instrument of communication between school and home. The 2002-2003 school year constitutes its eighth year of publication. It contains valuable information regarding school programs, important school news, upcoming events and town-wide notices, as well as articles contributed by the Superintendent/Principal, members of the Blanchard staff, the PTF, and various community groups. Copies of the newsletter are available at various locations around town; it can also be downloaded from the school website. The PTF also publishes an annual school directory as a convenience for Blanchard staff, students and their families.

The PTF Board wishes to thank every single volunteer, from the people who chair our sixteen committees on down to the worker bees, for doing what they do to help make our programs so successful. Fun and worthwhile volunteer opportunities abound, so we continue to encourage all members of the Blanchard community - new and old - to jump in and make a difference!

### **Parent Volunteer Program** (Submitted by Kristin Hilberg)

We have an extremely strong parent volunteer program in place at Blanchard Memorial School. This program offers the community an opportunity to support the school system as well as provide the chance to be more actively involved in the education of our children. It is important to note that the Academic Volunteer Program is distinct from the Parents, Teachers and Friends (PTF) organization. Our mission is to fill and support all academically-related needs the school may have. The volunteer coordinators set the program in place at the beginning of each school year, working closely with faculty and staff to identify areas of need within the Blanchard curriculum. Then, they survey the entire parent population and match areas of interest with volunteer opportunities.

One of our major goals is to involve a broad cross-section of adults in the program including mothers and fathers as well as interested family members or friends. There are varied opportunities to assist before and after school as well as during school hours. There are also tasks which may be completed from home. We look for a broad range of skills and talents in order to ensure that our academic programs remain vital and continue to grow.



Many additional opportunities exist within the school community, and we encourage everyone to consider volunteering in areas other than in the classroom. This provides an ideal way to get to know the faculty and staff as well as the student population. These areas include but are not limited to the science lab, library, health office, technology and the art room. In addition, volunteers provide support in the form of material creation and clerical assistance for support staff such as the occupational therapist and guidance counselor. We are confident that our volunteer program allows our teachers and staff to focus more of their time and energy on developing and implementing an enriched curriculum, and is one of the reasons for Blanchard Memorial School's excellence. If you are interested in volunteering at Blanchard, please contact the school office.

### **Professional Development**

(Submitted by Samuel Slarskey, Assistant Principal)

Professional Development is one of the most important commitments a school system can make to enrich the educational opportunities for students. This ongoing opportunity is a tradition at Blanchard Memorial School and it is an activity that the Department of Education expects to see demonstrated in each district. It is to be expressed through clearly described financial and time commitments. In Boxborough, this obligation is met through monthly early release Professional Development days, budgeted support for graduate courses, workshops, professional reading materials and the personal commitments made by our staff. These fiscal and time commitments result in a better education for our students. Examples of these improvements are found in the adoption of new materials, models of classroom instruction and innovative uses of new technology.

The 2002-2003 on-site graduate course, Instruction for All Students, the ongoing receipt of MCAS results, and teacher input were all natural precursors to the professional development goals for the Blanchard Memorial School staff for 2003-2004. These goals included the implementation of a series of Study Group investigations into educational methods that would provide improvement in a number of areas. Small groups of 4-10 staff members met to discuss a common interest and common questions around student work. These Study Groups addressed questions in areas such as mathematics, language arts/writing, phonemic awareness, expository reading, pro-social growth, and subject integration. Study groups met and discussed specific examples of student work and areas for improvement. The groups used prescribed protocols for identifying and evaluating evidence of academic progress or challenge, and they recommended corrective actions, where appropriate. This model of professional development and curriculum alignment offers great promise for future actions taken by the Blanchard staff.

Standing curriculum committees continue to meet to achieve goal-based expectations in the areas of math, science, and language arts. We look forward to seeing the implementation of changes rising from the Study Group initiative, protocols used to evaluate student work and our continuing curriculum alignment.

### **School Council**

(Submitted by Dr. Richard A. Bergeron, Superintendent/Principal)

Blanchard's School Council convenes six times during the school year. The Council is established pursuant to Massachusetts General Law Chapter 71, Section 59C. The Council is charged with advising the school principal in areas of budget development, school goals, professional development and authoring the annual school improvement plan. Thanks and appreciation are extended to Blanchard's School Council. This year's School Council members include:

Dr. Richard A. Bergeron, Superintendent/Principal  
Susan Ervais-Bohmiller, Parent Representative  
Eileen Kassower, Parent Representative  
Catherine Christensen, Parent Representative  
Libby Reichlen, Parent Representative  
Robin Smirlock, Parent Representative

Eileen Barnett, Parent Representative  
Robert Guilmette, Faculty Representative  
Kristin Hilberg, Town Board Representative  
Leanne Winkler, Community Representative  
Elizabeth West, Community Representative

## **Special Education**

(Submitted by Dr. Sandra Daigneault, Director of Special Education)

The Boxborough Public School Department provides for the needs of students with identified disabilities from age three through sixth grade. In 2003, approximately thirteen percent of the school age population received special education services. The professional staff consists of special educators, speech/language therapists, a guidance counselor, a school psychologist, an occupational therapist and a physical therapist. These teachers and therapists conducted screenings and evaluations, consulted with teachers and parents and provided specially designed instruction to students. Services were provided both in general education classrooms and in special education settings. Additionally, there were nine special education aides who supported children with special needs in the learning center or general education classrooms to facilitate their successful participation.

Students are determined eligible for special education if they have an identifiable disability, are unable to progress satisfactorily in general education because of this disability and require specially designed instruction and/or related services. Each eligible student has an IEP, or Individualized Education Program. This document is developed by a Team, including the student's parents, classroom teacher/s and special educators. It outlines the student's strengths and needs, effects of the disability, necessary accommodations and specially designed instruction, current performance levels, measurable annual goals and objectives, necessary services and participation in MCAS.

All students with special needs must participate in MCAS. The majority of these students take the grade appropriate MCAS test/s with accommodations outlined in their IEP's. A small number of students with special needs take the MCAS without any accommodations, and a very few students participate in an alternate portfolio assessment.

The Blanchard Integrated Preschool began its second year in fall 2003. This program is housed at Blanchard Memorial School and served approximately fourteen children with and without special needs, ages three and four. A special educator, two aides and therapists facilitated the cognitive, language, motor, and social-emotional development of all students through developmentally appropriate activities and practices. The program is a wonderful addition to the Blanchard community!

## **Technology**

(Submitted by Gail Neuman, Network Coordinator and Elizabeth Sheldon, Instructional Technology Specialist)

In 2003, we had a much more active technology component in the curriculum; Martha Wells our Instructional Technology Specialist for the first half of 2003, made a number of in-roads with various grade level teams. In October, we hired Elizabeth Sheldon (Liz) to continue our technology integration efforts. This has been a very easy transition, as both Martha and Liz were able to work effectively with the teachers and the students.

Early in 2003, we added two Smart Boards: one from the budget and the other from a PTF Grant. One Smart Board is located in the Library. The Librarian, Melissa Sinclair, uses it several times every day. The second Smart Board is located in the fourth grade classroom of Larry Follett who also uses it on a daily basis. In December, we added a cart of 30 AlphaSmarts which was funded through a PTF Grant. Liz has conducted Tech Tuesday professional development sessions on the AlphaSmarts. These sessions included an introduction to AlphaSmarts as well as effective ways they can be used in our classrooms. We expect to see a high level of usage of the AlphaSmarts in 2004.

This year's budget only allowed us to replace six computers. Thanks to Michelle Sedler, a parent volunteer and an IBM employee who wrote and submitted a grant application to her employer, we received an additional computer.

This year, we also had a parent volunteer, Lorraine Apgar, develop an up-to-date database inventory of all the computers and peripherals in the building. She spent several weeks crawling around every computer getting the information. Lorraine developed the database, entered the information she had collected and produced labels for

every piece of computer equipment. Since equipment gets moved around quite often in a school, it's really nice to have an exact picture of where everything is in the building.

Many people in the Boxborough community have volunteered their time and have helped us with the existing technology in our school. A couple of people have been mentioned above, but there are many others who have supported and assisted the technology department. The people listed below have helped with computers in the school and by serving on the Technology Council, which meets every other month.

Eileen Barnett, Faculty Representative  
 Greg Bosworth, BITCom Representative  
 Jim Dowrey  
 Kevin Flanagan  
 Michael Hoff  
 Janet LaVigne, Faculty Representative  
 Gail Neuman, Technology Director  
 Raid Suleiman, School Committee Representative  
 Paul Oka  
 Tom Ruether  
 Elizabeth Sheldon, Instructional Technology Specialist (10/03-12/03)  
 Martha Wells, Instructional Technology Specialist (1/03-6/03)  
 Michael Wynne  
 Marilyn Wylie

#### **Blanchard Memorial School Staff**

<b>Name</b>	<b>Position</b>	<b>Date Of First Appt</b>	<b>Educational Background</b>
Bergeron, Dr. Richard	Superintendent/Principal	08/90	Lowell State College, B.S. Fitchburg State College, M.Ed University of Massachusetts, C.A.G.S. Boston College, Ed.D.
Barnett, Eileen	Art	09/99	Southern Conn. State College, B.S.
Baron, Sandra	Learning Center	09/00	Fitchburg State, B.S.
Boudreau, Carol	Kindergarten	09/97	Worcester State College, B.S.
Callahan, Margaret	Music/Chorus	09/02	Central Michigan University, B.A.
Daigneault, Dr. Sandra	Special Education Director	09/80	Rhode Island College, B.A. Fitchburg State, M.Ed. Boston College, Ed.D.
Daniel, Katherine	School Nurse	12/01	Westbrook College, Assoc. University of Lowell, B.A.
Dimen, Jason	Grade 5	9/03	Seattle University, M.A. Boston University, B.S.
Dunn, Shannon	Grade 2	09/01	Skidmore, B.A. Simmons College, M.S.
Erhartic, Dr. Michael	Physical Education	01/74	Adelphia University, B.S. Fitchburg State, M.Ed. Boston University, Ed.D.
Faiella, Monica	Grade 4	09/02	Boston University, B.A. Simmons College, M.A.

<b>Name</b>	<b>Position</b>	<b>Date Of First Appt</b>	<b>Educational Background</b>
Flaherty, Karen	Reading Support	09/98	University of Lowell, B.A.
Follett, Lawrence	Grade 4	10/93	University of Lowell, B.S. University of Lowell, M.A.
Furlan, Jeanie	ESL Support	09/02	UCLA, B.A. UCLA, M.A.
Garcia, Christine	Psychologist	09/02	University of Tampa, B.A. Tufts University, M.A.
Geran Julia	Grade 1	09/73	University of Vermont, B.S., Ed.
Goehring, Luanne	Reading Support	09/99	Univ. of MA-Lowell, B.S. Univ. of MA-Lowell, M.Ed
Grady, Lauren	Grade 4	09/00	University of Massachusetts, B.A. Lesley College, M.Ed.
Guilmette, Robert	Physical Education	09/99	Bridgewater State College, B.S.
Hogan, Mary	Kindergarten	09/94	California State College, B.A.
House, Judith	Grade 1/2	09/97	Fitchburg State College, B.S.
Hulbert, Faith	Grade 3	11/85	St. Michael's, B.A.
Ingham, Marga	Resource Room	09/00	Providence College, B.A.
Iversen, Thomas	Speech/Language	09/01	Colgate University, B.A. Northeastern University, M.S.
Johnson, Tracey	Resource Room	09/02	Assumption College, B.A. Framingham College, M.A.
Kirwin, Eileen	Integrated Preschool	09/02	Fitchburg State College, B.S. Wheelock College, M.S.
Kress, Ann	Art	9/03	University of Minnesota, B.F.A. Vermont College of The Union Institute, M.Ed.
LaVigne, Janet	Grade 6	09/00	Regis College, M.A. Merrimack College, B.A.
Lavin, Pamela	Speech/Language	09/93	University of Massachusetts, B.A. University of Massachusetts, M.A.
Luck, Phyllis	Grade 4	09/97	Fitchburg State College, B.S.
McMaster, Susan	Math Support	09/01	University of MA-Amherst, B.A. Lesley College, M.Ed.
McMillan, Katherine	Grade 6	09/02	Lesley College B.S. Lesley College M.Ed.
Nahmias, Maleana	Guidance Counselor	9/03	Northeastern University, M.A. Brooklyn College, B.A. Gestalt Institute of New England, M.Ed.
Neuman, Gail	Technology Director	09/99	Hillsdale College, B.S.

<b>Name</b>	<b>Position</b>	<b>Date Of First Appt</b>	<b>Educational Background</b>
Neuman, Jill	Grade 1	09/99	University of Maryland, B.S. Hofstra University, M.A.
Owen, Sheila	Grade 4	09/03	Lesley University, M.Ed. Framingham State, B.A.
Pavlik, Mary	Grade 2	11/92	Lesley College, B.S.
Plunkett, Cynthia	Grade 1	09/83	Framingham State College, B.S.
Potter, Linda	Music/Band	09/96	Miami University of Ohio, B.A. Trenton State University, M.A.
Przybycien, Christine	Music/Band	9/03	University of Southern California, M.A. Eastman School of Music, B.A.
Reaves, Karen	Grade 3	09/91	Boston College, B.A.
Ross, Carol	Grade 5	06/90	Jackson College, Tufts Univ, B.S. University of Lowell, M.Ed.
Sciola, Jane	Grade 3	09/71	University of Maine, B.S.
Schuhmacher, Rebecca	Grade 5	09/00	Framingham State, B.A.
Sheldon, Elizabeth	Instructional Technology Specialist	9/03	Lesley College, M.Ed. University of New Hampshire, B.S.
Sinclair, Melissa	Librarian	09/01	Boston University, B.A. Cambridge College, M.A.
Slarskey, Samuel	Assistant Principal	09/74	Lowell State College B.S.Ed. Boston University, M.Ed.
Smirlock, Robin	SpEd Teacher	09/93	University of Hartford B.S. Lesley College, M.Ed.
Sperazzo, Mary	Grade 3	09/98	Fitchburg State College, B.S. Lesley College, M.Ed.
Sullivan, Ellen	Occupational Therapist	09/02	Fitchburg State College, B.A. Springfield State College, M.E.D.
Thoman, Elizabeth	Grade 2	09/01	Framingham State, B.A. University of Lowell, M.S.
Weisberg, Jennifer	Speech/Language	09/02	University of Massachusetts, B.A. Northeastern University, M.A.
Wheeler, Linda	Grade 1/2	09/85	Framingham State College, B.S. Fitchburg State, M.Ed.
Whyte, Erin	Grade 5	09/00	Lasell College, B.A.

## **ACTON-BOXBOROUGH REGIONAL SCHOOLS**

### **Education Report**

As always, the 2002-2003 school year was jam-packed with activity. The Acton-Boxborough Regional High School Building Project was the most significant area of change, but the district also inducted new faculty, undertook a wide range of projects in the realm of curriculum and instruction, and contended with shrinking state and local revenues, which required passage of an operating Proposition 2 1/2 override vote.

### **High School Building Project**

As was noted in last year's Town Report, the groundbreaking on the ABRHS Renovation and Expansion Project took place on May 15, 2002. Phase I (the construction of the new addition and extensive site work) began quickly and made consistent progress. The new West Wing was actually turned over to the schools two days ahead of schedule in June 2003. This allowed ample time for the building to be outfitted and furnished for September 2003 use. A small open house was planned for August.

The site work was hampered by poor weather during the fall of 2002, causing particular problems with drainage of the new playing fields. A contingency plan was developed that avoided any disruption to our spring 2003 athletic programs. Other site work progressed well; e.g., the third-tier parking lot was constructed without incident, and overall work on the site remains close to schedule.

As Phase II (Renovation) began, additional parts of the building were taken off line. For example, we lost the kitchen, boiler room, fitness center and wood shop in the spring of 2003, but with excellent planning we were able to maintain function. Cafeteria staff worked out of the Parker Damon Building and other food selections were brought in from outside vendors. The fitness center was moved to the Administration Building. Major renovation work is due to commence in the East Wing (1973 addition), including the Auditorium.

The best news is that the project continued to be on schedule and within budget.

### **Enrollment**

The Junior High School enrollment on October 1, 2002 had an increase of 33 students, from 868 to 901 with one school choice student remaining. The ABRHS numbers went from 1,511 to 1,600, an increase of 89; there were 16 school choice students remaining – a decrease of twelve students from the previous year.

### **Personnel**

Staffing changes for the 2002-03 school year were affected by the June, 2002 retirement of four Acton-Boxborough Regional teachers. Leaves of absence for three ABRSD teachers were granted and nine AB resignations were received. The 20.2 ABRSD full-time equivalent new teachers who were hired filled these vacancies and additional openings.

### **Curriculum and Instruction**

As always, in 2002-2003 a variety of curricular and instructional initiatives were underway. The following were some of the system-wide highlights.

### **ABRHS Accreditation Activities**

The New England Association of Schools & Colleges (NEASC), the accrediting organization for New England, evaluated the high school in March 2000 and made over sixty recommendations. The administration and staff have been working to address each of these since the fall of 2000.

- **Curriculum documentation** – This enormous effort has focused on providing consistency across all departments. Each course will have a description that includes learning objectives, materials, sequence of topics and goals. These will be finished within the next year, and the completed versions will be available online for both new faculty and parents.

- **Broadened course offerings** – The goal has been to provide challenges for students at all academic levels and in a broadened range of fields. Examples of courses added through this effort are CISCO Academy and new media/ communications courses.
- **“Coalition of Essential Schools” Model** – The NEASC has been pushing all New England high schools to move to a model based on the Coalition’s reform philosophy. In the NEASC reform approach, our high school would define a set of “core learning expectations” that all students would be required to meet in order to graduate. For each of these expectations (somewhere between five and twenty), a rubric would be devised. Faculty would determine what rubric score was necessary – for example, on the high school public speaking rubric – in order to pass the graduation standard.

The high school would be required to give students multiple opportunities to meet expectations relative to each rubric via the course curricula and to keep records of how students are doing on each expectation. These records would have to be shared with parents (through the report card, probably). Students would be eligible to graduate only when they met all of our defined expectations.

This set of reforms would require a substantial effort on the part of the faculty, and there is consensus that the results would not be worth the time invested. Most AB students develop very strong skills already. MCAS scores hold us accountable for development of all students’ literacy and numeracy. Our grades are standards-based and a very good indicator of whether or not students possess the skills they should possess. Colleges have no interest in students’ rubric scores. We are already contending with budget cuts and a building project. Additionally, this reform strategy is not consistent with the current ABRHS structure. Based on our current strengths, budget constraints and building projects, the administration’s response to these recommendations was to offer to create expectations and rubrics in one or two areas where we currently have no defined expectations. The NEASC rejected our response. As the school year closed, the high school was engaged in the development of a new response, which was designed to take us closer to the NEASC model. We were simultaneously exploring other options.

### **Junior High Move to Heterogeneous Grouping**

Over the past several years, the English and Science Departments transitioned from multiple levels in the 8<sup>th</sup> grade (AE & Standard) to one heterogeneous level. In 2002-2003 the World Language Department was evaluating making a similar move. The Math Department is not likely to make any change and will continue to offer two levels in 7<sup>th</sup> grade (Accelerated & Standard) and three levels in the 8<sup>th</sup> grade (Honors, AE and Standard). Social Studies will remain heterogeneous.

### **Support of MCAS Requirements**

In 2002-2003, the school system provided many options for those students who have failed or who are at risk of failing the MCAS tests required for graduation. These included intensive remedial summer programs for the junior high level, school year courses in Math and English for high school students, and a tutorial program for those who cannot attend the others.

### **Transcript/Rank in Class Changes**

Over a year ago, the High School Counseling Department initiated a study of the current student transcript and school profile – how they compare to those at comparable schools and how they might influence college admissions. Subsequently, the high school undertook a process involving input from faculty, administration, parents and students. In 2002-2003, the high school made a set of changes, to be implemented in fall 2003.

The key decisions were as follows:

- to compute a weighted GPA vs. current QPA;
- to provide a histogram of the weighted GPA distribution instead of the current rank-in-class;
- to revise the profile to more accurately reflect the strength of the school; and

- to include final year-end grades only on the transcript.

## **New 2002-2003 Initiatives**

### ***Differentiated Instruction***

A teacher who differentiates instruction uses a range of teaching strategies to address different learning styles, skills and levels of knowledge in the same classroom. A multi-year program has recently been launched at the junior high school to support differentiated instruction in the classroom. This is a long-term effort that will require both professional development and time to create implementation strategies and materials. This initiative will help us to maximize the advantages of heterogeneous grouping.

### ***Systematic Examination of Student Work***

At the high school, students are already grouped by skill in the three to four academic levels offered for each course. There is an ongoing effort to hold “student work” conversations among the staff. All teachers share student assignments, compare how they are evaluated, look for consistency in grading, and reach agreement on what matters in the assignment.

### ***Technology Training of ABRHS Faculty***

As part of the High School Building Project, many faculty will be receiving district-procured laptops. As they do so, they participate in extensive training (initiated in summer 2003). The goal of the training is to help faculty effectively employ the new technology to enhance curriculum and instruction.

### ***History Curriculum – Review of Scope & Sequence***

Our current history curriculum scope and sequence has been under review by a systemwide committee. While the high school offerings are not changing as a result of the committee’s work, the current junior high topics and concepts will become more coherently sequenced and interrelated. Implementation will occur gradually as faculty training is provided and materials are acquired.

### ***Youth Risk Behavior Survey***

In response to the 2002 survey results, a decision was made to convene a group to look at the scope and sequence of our current health education curriculum. The goal of this effort will be to eliminate curricular redundancy and gaps. The group was slated to initiate its work in fall 2003.

### ***No Child Left Behind (NCLB)***

This year our districts were part of a Massachusetts Department of Education pilot “consolidated strategic planning” process tied to the new Federal NCLB legislation. This process required the administration to examine an array of statistical data and employ it as the basis for district planning and priority-setting. Paperwork associated with this process has been onerous. Whether there will be any benefits for our students remains to be seen.

## **Pupil Services**

### ***Nursing Services***

The school nurses continue to support increasing numbers of students with chronic health issues. They stayed involved in a limited capacity with the Framingham Health grant, which was under-funded due to state budget cuts. The nurses conducted state-mandated vision, hearing and postural screenings. The nurses at Acton-Boxborough worked on implementation of the athletic participation form that provides emergency and appropriate medical information about students to their coaches. They also participated in the smoking cessation program sponsored by the University of Massachusetts and the Department of Public Health. The high school nurses coordinated the Hadassah Check It Out program. During Professional Day in March, all the nurses attended an off-campus conference titled, “Legal Issues in School Nursing.” For their study group this year, the nurses developed a latex allergy procedure. As in previous years, the nurses offered a Flu Clinic for staff members.



### ***Counseling***

The junior high school counseling department changed the caseload assignment for the year to ensure that counseling services were more “student focused,” as opposed to “team focused.” At-risk students continued to be identified and were seen by the school counselor. In addition, collaboration with outside service providers helped students to be successful in school. The department spent time enhancing the already existing respect/bullying/teasing/sexual harassment curriculum to meet the needs of 7<sup>th</sup> and 8<sup>th</sup> graders. The Mentors in Violence Prevention program, sponsored by Northeastern and delivered by ABRHS students, taught lessons on teen dating violence in the 8<sup>th</sup>-grade Life Skills exploratory class. Finally, counselors continued to offer an after-school psycho-social intervention program.

The high school counseling department was fortunate to have a full-time school psychology intern to assist in counseling, assessment, and intervention with students with significant social-emotional and learning needs. The high school counseling department continued its work with the Peer Counseling course and offered parent evenings to address such issues as early-decision applications to colleges, financial aid, and the college search process. Several counselors participated on a committee to implement the changes in the high school transcript. The department looked at improving resources for the non-college-bound student. The format of the senior alternative breakfast was changed to include a more thorough description of the options for students not interested in pursuing secondary education. A school psychologist study group convened to discuss eligibility for special education services based on an emotional disability.

### ***Special Education and Regular Education Supports***

Now in its ninth year, the Acton Public Schools Integrated Preschool is a well-respected early childhood program option to the surrounding towns of Acton. In September 2002 the preschool moved to bright, renovated space at the Administration Building. Children with identified special needs and those who are developing typically are educated side-by-side in this setting. Utilizing an integrated therapy model, the staff (early childhood special educators, occupational therapist, speech/language specialist and physical therapist) provides instruction and therapy services in class.

In order to serve the growing number of students diagnosed on the Autism Spectrum, a school-based preschool based on the principles of Applied Behavior Analysis, was opened in September 2002. This program, also located at the Administration Building, provides students the opportunity for inclusion in the Integrated Preschool when students are ready for such experiences.

In the spring, Acton Public Schools early childhood staff along with Boxborough Public School staff and directors of private preschools and daycare collaborated on a MA DOE grant focused on the recently voted Early Childhood Curriculum Standards. The study group familiarized themselves with the standards and planned a series of workshops to disseminate this information to the broader early childhood community.

At the junior and senior high schools, special educators participated in several days of comprehensive training on new cognitive and academic assessment batteries. Additionally, speech and language specialists researched and added the most up-to-date assessment batteries to their current repertoire of speech and language assessment tools. All regional special education staff participated in intensive training on the topics of Phonemic Awareness and the Project Read program.

Continued collaboration between special education staff and regular education teachers has continued. A Test Taking Task Force has continued in its second year, monitoring the integrity of the testing procedures at the high school while ensuring that special education students receive their required accommodations. Special education staff and school administrators have collaborated closely regarding the MCAS test-taking process, fulfilling mandated requirements and ensuring that all special education students receive necessary accommodations.

While it is a credit to both special and regular educators that very few students fail the MCAS, thoughtful discussions continue to provide extra support to those students who fail the MCAS or who fall in the "needs

improvement" range. Finally, curriculum templates have been developed for small group credit-bearing classes at both the junior and senior high levels. Templates are consistent with all regular education courses.

**Academic Support Centers:** The regular education Academic Support Centers have continued to focus on meeting the needs of our English Language Learners (ELL students). Specialists within both programs have collaborated and developed a comprehensive guide for classroom teachers to use as a reference tool when working with students from other countries. The guide was distributed to all faculty members at both the junior and senior high schools with accompanying training provided. Meetings continue between junior high and senior high ASC programs to refine entry/exit criteria for ELL students, as well as to evaluate the effectiveness of the language classes provided. All required standardized testing for ELL students is coordinated thoughtfully. School staff has developed Test Taking procedures for special education students.

## **Acton-Boxborough Regional Schools**

### **R. J. Grey Junior High**

R. J. Grey began the 2002-2003 school year with 901 students, 447 in the seventh grade and 444 in the eighth grade on October 1. This was an increase of 33 students over the enrollment for October 1, 2001. The junior high opened with the use of the entire building as the renovation project neared completion. A dedication ceremony for the "new" junior high took place on October 6, 2002. For the first time in several years, each teacher had his/her own classroom in which to create an environment specific to the needs of the students and curriculum.

At R. J. Grey, all students are divided into teams. Teaming is the ideal format through which we can deliver those programs and values we most believe in, as expressed in our Statement of Purpose; e.g., meeting the needs of the adolescent, maintaining curricular quality and interdisciplinary opportunities, and creating a sense of community. Thanks to the support of the Acton-Boxborough community in the budget process last year, we added a fifth seventh-grade team to accommodate our growing school population. Having smaller teams in the seventh grade allows for a better transition for sixth-grade students as they move up to the junior high. Each seventh-grade team had approximately 95 students and five teachers (English, social studies, math, science, and Spanish and/or French.) In grade eight, we had four teams, each with about 111 students and five teachers (math, science, English, social studies, and one of the four "exploratory" subjects that rotated each quarter of the year). World Language teachers are "off-team" in grade eight. Teachers plan integrated curricular activities, which help students see the relationships between the various subjects. Teaming allows teachers to get to know students very well and gives common planning time to support these students. Time is scheduled that allows parents/guardians to meet with all team teachers at once to get the whole picture of their child's progress. Teaming also breaks a big school into smaller units, which makes the school less intimidating than being one student out of 901.

All students take English, social studies, math, science, and physical education/health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English, the other academic subjects have adopted the "Writing Across the Curriculum" approach, which provides students with a more consistent writing approach), math (with the added skill development of reading mathematical language), and our physical (science) and cultural (social studies) world. Most of our students not exempted by a Special Education Individual Educational Plan take a world language, with twice as many taking Spanish as French. Seventh graders participate in an "exploratory program" that consists of Information Skills, Art, Music and Minuteman Tech Lab, each for a quarter of the year. Exploratory courses for the eighth graders are Art, Principles of Engineering, Life Skills/Health, and Study Skills.

In addition to the core curriculum, students could also choose an elective that met every other day. Elective classes offered were acting, basic and advanced guitar, basic drawing, drawing and painting, chess, hand crafts, internet information skills, library aides, peer tutoring & peer mentoring, book club, performance art, technical design projects, web page design, and yearbook.

Learning and connecting with members of the R. J. Grey community took place for many students through our extracurricular activities. The interscholastic athletic program included teams in cross country, soccer, field hockey, basketball, softball, track and baseball. All participants on these teams paid an activity fee, which helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramurals included floor hockey, basketball, wrestling, volleyball, lacrosse, and tennis. Other after-school activities included Art Club, Adopt-a-Grandparent, Jazz Band, Select Choir, Chess/Board Games Club, Cooking Club, the AB Blueprint (school paper), Fitness Club and Robotics. The school play, "Oliver with a Twist," involved over 190 students and 125 parents.

Another way students connected with each other was through involvement in the Student Council. This group helped to plan school-wide activities, dances, and service learning projects. A major focus of Student Council this year was to get students to connect with different members of their teams and school through various "Mix It Up" activities. Homeroom reps helped teams plan these events, which included a snow sculpture contest, "Mix It Up" days in the cafeteria and team service learning projects.

In addition to such annual projects as the Coat Drive, Walk to the West Acton Food Pantry and collecting for Toys for Tots, teams found new programs to support; among these were the Heifer Project (through an AB T-shirt and sweatshirt sale) and Kids Can Free the Children (funds were raised through a Staff Variety Show). Our second annual Project Wellness Day brought seventh-grade students and adult family members together at Merrimack College on March 12, 2003 to learn more and better ways to communicate with each other about difficult issues, such as risky behaviors. Approximately 1,000 students, family members and staff participated in this event. Other special events during the school year included the Problem Solving Contest, Student Variety Show, Halloween Dress-up Day, Blue and Gold Day (school spirit day), World Language Week, a weekend ski trip to Waterville Valley, Fun Fest (field day at the end of the year), the Thanksgiving Assembly and the Student Recognition Assembly.

Throughout the school year, several groups met regularly to look at the future of R. J. Grey and to consider ways we can continue to meet the academic needs of our students. The entire staff, as well as a committee of department leaders and staff representatives, continued to look at the parts of the program that are highly valued in order to preserve them, and also looked at ways to enhance the learning opportunities of all students. The School Council, consisting of five parents, one community person-at-large, four staff members, four students and the principal, addressed a wide variety of issues and made recommendations to the administration, which were very helpful. The Student Council continued to have a strong voice in the development of the school and the overall school climate. An active P.T.S.O. organization (for families in grades seven through twelve) planned, organized and assisted with many events at R. J. Grey. Parents/guardians were invited to attend monthly noontime informational meetings with both the RJG and ABRHS principals, who presented reports and answered questions. The P.T.S.O. also sponsored evening programs designed to provide information about the schools. In addition, the P.T.S.O. Newsletter, *Shades of Grey*, and the P.T.S.O. e-mail list helped us to better communicate with families about our school.

In October 2002, R. J. Grey (as well as the high school and elementary schools) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. R. J. Grey students had the fourth-highest scores in the state for junior high/middle school students. We continue to be proud that our students' scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students and the supportive families who make education a priority for their children.

We are grateful to the Acton community for the passing of the override and the school budgets in April 2003, which allowed us to keep our current teaming structure in place for the 2003-2004 school year. We will continue to face other resource challenges in the years ahead to provide enough staff for the school population and to provide time for teachers to support the needs of students, the curriculum and the total school program. Given the quality of the support by students, staff, parents/guardians and community that R. J. Grey has come to enjoy, these and other challenges will be faced with enthusiasm and a sincere belief that students will continue to have a school in which they can learn, mature and grow – and about which we all can continue to be proud.

At the end of the 2002-2003 school year, several veteran staff members retired after many years of service to our school. Among these retirees were Mac Reid, Principal of RJG for nine years (19 years in the AB school system), and Jack Hughes, Assistant Principal of RJG, who had worked in the AB school system for 35 years. We thank them for their many years of leadership, support and dedication to the students of R. J. Grey Junior High.

### **Acton-Boxborough Regional High School**

#### ***Post Secondary Education***

The ABRHS Class of 2003 was comprised of 347 members; of these, 89% will enroll at four-year schools, while 4% will continue their education at two-year colleges and technical schools. Consistent with the national trend and with that of previous AB classes, 138 seniors (42% of those applying) submitted early decision or early action applications.

#### ***Standardized Test Results***

Average SAT scores for 2003 seniors again exceeded those of state and national populations. This is significant since 99% of A-B students took the SATs, compared to the state average of 82% and the national average of 48%. Our average combined score for the SATs was 1227, which is 201 points higher than the average combined Massachusetts score of 1026.

#### ***National Merit Scholarship Corporation***

Nine members of the class of 2003 achieved semi-finalist recognition; 36 others received letters of commendation.

#### ***National Honor Society***

One hundred fourteen members of the current senior class distinguished themselves by entrance into the National Honor Society.

#### ***National World Language Honor Societies***

In 2003, fifty-one ABRHS students qualified for membership in local chapters of the National French, Spanish and Latin Honor Societies.

#### ***National, Regional, and State World Language Competitions***

Three ABRHS students placed nationally in 2003 in the National Spanish Examination; fifty-four students placed statewide. Three students placed nationally in the National French Contest; seventeen students were chapter finalists. Two students placed at the summa cum laude level of the National Latin Examination. One student was a winner in the Classical Association of Massachusetts Writing Contest.

#### ***Academic Decathlon Team***

In its 15th year of competition, this team of nine regulars and twenty alternates placed first in the Massachusetts State Championship, which was held in March 2003. A total of fifty Massachusetts high schools competed. In addition, the team placed fifth at the National Championship held in April 2003 in Erie, Pennsylvania. The team was a medalist in individual subjects of the National meet. English teacher Andy Crick coached the team.

#### ***Mathematics Team***

In the 2002-2003 season the A-B team finished second in statewide competition. Twelve students were finalists in the state Mathematics Olympiad Exam – Yang Yang, Darrick Li, Nathan Johnson, Dmitry Bakmutskiy, Carl Brandon, Eric Kuo, Adam Merberg, Sean Sullivan, Alex Liu, Jimmy Shi, Cherry Miao, and Vaishal Patel. Also, twenty students were finalists in the nationally-administered Annual High School Math Exam – Darrick Li, Jennifer Kuo, Dmitry Bakmutskiy, Carl Brandon, Eric Duo, Lincoln Quirk, Sean Sullivan, Adam Merberg, Yang Yang, Cherry Miao, Alex Trubitsyn, Darien Ancukiewicz, Gautham Sidharan, Alex Liu, Jimmy Shi, Dave Blancha, Andrew Kuo, Renato Montengro, Alex Crew and Hao Zhou.

### ***Speech and Debate***

The ABRHS Speech and Debate Team had 120 members throughout the 2002-2003 school year. Competing at both the varsity and novice levels, the team participated in Eastern Massachusetts competitions, hosted its own "Winterfest Tournament," and sent qualified competitors to state and national competitions. The ABRHS team qualified the allowable maximum of 32 competitors to the Mass Forensic League State Championships; nine members went on to represent the school at the National Championships in Washington, D.C. Josh Issacs and Brendan Jarboe were semifinalists in their respective events. The team won the "revolving trophy" for continued excellence in parliamentary debate.

### ***Athletics***

During the 2002-03 school year, participation in athletics grew to an outstanding level of 1,459 students in grades 7-12. In the fall season, our Girls Swim team ranked second in their sectional and state meets. Our Football team finished with a record of 13-0, winning the Dual County League Championship and another Division II Super Bowl win. Our Golf, Girls Soccer and Field Hockey teams all qualified for M.I.A.A. post-season play. In the winter, many of our teams enjoyed successful seasons and qualified for tournament participation. Included in this group were our Alpine Ski and Girls and Boys Basketball teams, as well as our Girls Ice Hockey and Track programs. As in the previous seasons, the spring was also a successful time for our teams. Our Girls Softball, Boys and Girls Lacrosse, and Girls Tennis programs all extended their seasons in post-league play.

### ***Proscenium Circus***

Members of the Proscenium Circus displayed remarkable talent and energy as they continued their fine tradition of outstanding dramatic performances. Students participated in productions in a number of ways: sound, lighting, set building, stage management, publicity, ticket sales and, of course, stage performance. Over 100 students participated in the performances of *Pride and Prejudice*, directed by and adapted for the stage by Stephanie Hoban, the PC advisor; the musical, *Footloose*, which won a prestigious Moss Hart honorable mention award under the talented direction of Linda Potter and Jeannie Furlan; the Massachusetts High School Drama Festival entry, *Goodnight Desdemona, Good Morning Juliet*; and of course the class play competition that fielded an extremely competitive group of plays this year, including the winning sophomore play, *Gosforth's Fete*.

### ***Performing Arts***

The Band and Chorus took part in a number of community events, including performances at West Acton's Oktoberfest, Mt. Calvary's Senior Luncheon, the Memorial Day Parade and the Acton Council on Aging. We had fifteen students selected to perform in concert band, chorus and orchestra at the MMEA Northeast Senior District Festival held in January; five of these students went on to perform in the All-State Festival. A trip to Orlando, FL, where the band and chorus participated in a music festival and earned excellent performance ratings, was a high point in our students' experience. The band also had an opportunity to march down Main Street USA at Disney World.

### ***Peer Leadership Program***

Peer Leadership had a most successful year with over forty students, a number that has increased as the scope of peer leadership has evolved. The peer leaders facilitated an alcohol/drug awareness program in Acton's elementary schools, led social development programs at R. J. Grey Junior High, and engaged in smoking awareness programs.

### ***The School Newspaper***

*The Spectrum* includes articles and photography of interest to the ABRHS community. Staff members and editors work in a variety of capacities, including writing, photography, layout, copy editing, and advertisement sales. *The Spectrum* had a staff of fifty students and published five issues. Students work on every aspect of production until each issue is printed. During 2002-2003, *The Spectrum's* Sports Section received an Honorable Mention from Suffolk University.

### ***The Literary Magazine***

The Student Literary Magazine produced and published two issues incorporating a variety of student writings and artwork. A contest was held prior to each issue with separate categories for artwork, poetry and short stories to generate submissions.

### ***Student Internship Program***

Fourteen juniors and seniors participated in the program. Each student was assigned to a staff member within the Town Hall or the school system. Several worked with state legislators.

### ***Harvard Model Congress***

Seven juniors represented ABRHS at this four-day government simulation. Their participation was generously underwritten by the Acton League of Women Voters.

### ***Girls State***

Two juniors, Elizabeth Reuman and Vivien Wu, attended with the support of the Maynard Emblem Club.

### ***Job Shadowing Week***

Beginning in November, approximately 166 students made one-day career exploration visits to a variety of work sites. This program owes its success to the participation of local businesses.

### ***Senior Community Service Day***

On May 2, the class of 2003 spent the day working volunteer projects in and around Acton and Boxborough. Before the seniors began their projects, they were served breakfast at the school by the faculty and administration. This was the seventh year that the senior class organized a Senior Community Service Day.

### ***Community Service Activities***

ABRHS received two grants that were used to enhance the school's community service program. A Community Service Learning grant (through the Massachusetts Department of Education) funded curriculum-based service projects and professional development for staff. A grant from the Corporation for National and Community Service was used to organize over two dozen service projects around Martin Luther King Day and to encourage year-round volunteering by students. The school held its third Community Service Awards night on January 20, at which approximately 300 students received recognition for their volunteer efforts.

### ***The Performing Arts***

At the R. J. Grey Junior High School, eleven students were selected to perform in the concert band, orchestra or chorus at the MMEA Northeast Junior District Music Festival held in March. The Band and the Chorus performed winter and spring concerts, displaying their improving musicianship, and did a great job providing support and building esprit de corps at school assemblies. The students of R. J. Grey performed a musical, "Oliver With A Twist," to sold-out audiences for five consecutive performances.

At the Acton-Boxborough Regional High School, our Band and Chorus continued to reach out to our communities as they performed at numerous events, including West Acton's Oktoberfest, Mt. Calvary's Senior Luncheon, the Acton Council on Aging and the Acton Memorial Day Parade. Proscenium Circus's presentation of "Footloose" continued the fine tradition of outstanding musicals they have presented in past years. We had fifteen students selected to perform in the concert band, chorus and orchestra at the MMEA Northeast Senior District Music Festival held in January; five of these students went on to perform in the All-State Festival. A trip to Orlando, FL, where the band and chorus participated in a music festival and earned excellent performance ratings, was a high point in our students' experience. The band also had an opportunity to march down Main Street USA at Disney World.

### ***The Visual Arts***

In the ongoing process of curriculum articulation and review, the art staff began implementation of the newly-revised grade 7-12 Visual Arts Curriculum. All Visual Arts courses at the secondary level have been entered into the new curriculum document format.

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in the schools, as well as in a variety of formats and off-site settings. Student artwork appeared in various school newsletters.

ABRHS students received thirteen awards and RJG students received seven at the state level of the highly-competitive Boston Globe Scholastic Art Awards. The student work was exhibited at the State Transportation Building in Boston during January and February, and award-winning students were recognized at an awards ceremony at Hancock Hall in Boston. Two art teachers and three high school students assisted teams of judges during the daylong Scholastics judging process held at the State Transportation Building. The AB Visual Arts Director serves on the Scholastics Advisory Board. Students in the Art History and Junior/Senior Portfolio classes at the high school made their second annual field trip to the Museum of Fine Arts in Boston, to study Egyptian and Greek art and to see the "Traveling Scholars" exhibit. A Graphic Design student designed the cover for the Martin Luther King Jr. Day of Service brochure.

For the second year, Advanced Photo students documented the high school construction project in photographs. A Community Service Learning Grant funded the matting and framing of the work to be displayed in the school.

During March, Acton-Boxborough student artwork was included in the annual Youth Art Month Show at the Worcester Art Museum and at the Youth Art Month Show at the State Transportation Building in Boston.

Seventh- and eighth-grade students at RJ Grey had the opportunity to participate in an after-school art club that met once a week. Eighth-grade students made two field trips to the Museum of Fine Arts in Boston to support units of study in the art and social studies curricula.

The Visual Arts Director was named Arts Administrator of the Year by the Massachusetts Art Education Association and honored at a luncheon at the MAEA Spring Conference at the Worcester Art Museum.

Students in the high school Junior/Senior Portfolio class prepared and exhibited their work in a show at the Continental Cafe in Acton.

Two high school students were among 140 high school juniors selected to participate in Art All-State at the Worcester Art Museum in May. Art All-State is a weekend-long program for high school art students to work with practicing artists and their peers.

### ***Technology***

During the 2002-2003 school year Priscilla Kotyk, Director of Technology Integration and Instruction, and Steve Hall, Director of Information Technology, collaborated to create a cohesive department. With the completion of the renovated RJ Grey Junior High, they turned their attention to the High School Building Project.

The High School Building Project Technology Committee developed a plan for a new vision of technology integration for the high school. The plan was presented to the ABRSD School Committee and the High School Building Committee; both committees accepted the plan, which will be rolled out in coordination with the four phases of the building construction. This vision provides teachers and students with new technology for enhanced teaching and learning environments. New technology being introduced into the high school includes:

- fully switched network with gigabit backbone,
- wireless connectivity,
- cross-platform file sharing,

- improved server infrastructure,
- network and server management systems,
- multimedia classrooms (ceiling-mounted video projector connected to laptop/ desktop computer and DVD-VCR combo unit),
- laptop computers for teachers,
- wireless laptop mobile labs for students,
- digital language labs,
- new Cisco Academy/CAD computer lab.

At the junior high school, teachers who attended the “Intel, Teach to the Future” summer workshop implemented their technology-infused curriculum units. Teachers may reserve the computer lab or the wireless mobile laptop lab to do projects with their students. Information Skills class is taught as an exploratory for seventh-grade students.

Technology staff members actively participate on two citizen committees. The Citizen’s Technology Advisory Committee (CTAC2) advises the administration and school committees on matters related to the use of technology in the schools. The Joint Technology Advisory Committee (JTAC) is a committee of citizens and employees; it makes recommendations relative to the use of technology in the town and schools and what economy of scale, if any, could be achieved by cooperation in the area of technology by the schools and the town government. Citizens who would like to learn more about either of these committees should contact the Office of the Superintendent.

### **Summer School**

The Acton-Boxborough Summer School runs a four-week elementary and six-week secondary program for students of Acton, Boxborough and the surrounding communities. Classes this past summer were held at the Parker Damon Building due to construction at the high school. The program is entirely self-supporting and offers a broad range of courses. While many students take courses for remedial purposes, more than 50% of the classes are elected for enrichment purposes. In 2003, a record number of 452 students attended the Summer School with 112 students, or 25% of the total enrollment, from other school districts. Director Bruce Oetinger, who oversees a staff of fifteen certified teachers and seven aides, runs the program.

K-6 courses: Reading, Mathematics, Language Arts (Writing Skills)

7-12 courses: Pre-Algebra, Elementary Algebra Part I SP, Algebra 1 CP, Algebra I AE, Geometry CP, SAT I and II Math Review, Junior High English, English 9/10, English 11/12, Writing Skills, Creative Writing, SAT I and II English Review, Biology, Earth Science, Chemistry, French I, French II, Spanish I, Spanish II, U. S. History, World History, and Physical Education.

### **Office of Development**

The Office of Development is now in its ninth year of providing system-wide service. This office was established in response to the growing need to seek additional funding as a supplement to the appropriated budget. In addition, the Office of Development helps to support the activities of the Faculty Externship Program.

The Acton Public and the Acton-Boxborough Regional School Districts, together with their many partners, have been responsible for the creation of highly-entrepreneurial achievements in curriculum and instruction, community education, professional development, services for children with special needs, and school-to-career initiatives – to name only a few. They have also established strong and supportive partnerships of trust with the greater learning community – businesses, higher education, social service agencies, museums, chambers of commerce, and other public school districts, as well as parents and students. It is, therefore, a central goal of the Office of Development to create a seamless alliance among the many constituencies in the learning community. In doing so, a new synergy is generated and thus becomes the basis upon which supplemental funding is procured.

### **Grantsmanship**

In response to the growing need to seek alternative and supplemental funding, grantsmanship activities continue to grow within the Office of Development and our individual schools. The Grant Writer’s responsibilities include the



establishment and development of new relationships with individuals, private businesses, foundations and corporations, as well as state and federal government agencies, which may become potential sources of supplemental funds.

### ***Faculty Externship Program***

Since 1989, the Faculty Externship Program has provided a unique and alternative professional development opportunity for teachers and administrators. Teaching professionals in the workplace are discovering not only the basic skills sought by employers, but the thinking skills and personal qualities as well. It is a model for education-business collaboration and was winner of the MA Board of Education's Exemplary Partnership Award in 1990. Although there were no externship placements during the 2002-2003 school year, our business connections continue to be established and opportunities pursued.

### **Community Education**

The Community Education office is located in the Administration Building, 15 Charter Road. Its staff organizes, staffs and directs the following programs and activities.

#### ***Day and Evening Classes***

More than 1,100 classes are offered yearly for children, teens and adults. Classes and other programs are listed in INTERACTION, the Community Education catalog that is mailed four times a year to over 21,000 area homes. More than 12,000 persons enroll in classes each year.

#### ***Extended Day Program***

Serving 225 Acton families and 80 Boxborough families, Extended Day offers quality before- and after-school care for children in grades K-6.

#### ***Preschool Program***

Located at the Administration Building, the Community Education Preschool is the laboratory for the Child Development course. Completely funded and staffed by Community Education, the Child Development/Preschool course awards seven credits toward graduation. Preschool has a total enrollment of 52 (22 three-year-olds on Tuesday and Thursday; 27 four-year-olds on Monday, Wednesday and Friday).

#### ***Summer Day Program***

Located at the Administration Building, this program offers three two-week sessions of summer activities to more than 300 children in grades 1-6. Also provided is a Preschool summer program for four- and five-year-olds, vacation programs (offering enrichment activities and day care during school vacations), and many short sport clinics.

#### ***Youth Basketball League***

Offering 12 weeks of coaching, practice and league play to more than 900 boys and girls in grades 3 and up, the league is staffed with more than 100 paid and volunteer coaches, timers, and referees. Community Education runs clinics for referees at no charge.

#### ***Driver Education***

Community Education runs a Registry-approved driving school, offering classroom and on-road training to 280 students annually.

#### ***Pool & Fieldhouse Programs***

Located at ABRHS, the Pool & Fieldhouse Program consists of family open swim and open gym times for basketball on the weekends. Also offered in this facility is a full Red Cross Swim Program on Saturdays, a youth swim team, master's swim, morning and evening lap swim, and water exercise classes. Swim activities have not been conducted in the summer due to the high school building project.

Community Education also conducts classes and schedules drop-in times for the public in the Fitness Center located at the Administration Building.

### ***Scheduling of School Fields***

Little League, Pop Warner and Youth Soccer, as well as individuals, businesses and community organizations, receive permits for school field use through Community Education. Fees charged are returned to the schools' Facility Department for field maintenance.

### ***Scheduling Use of School Buildings***

All evening, weekend, holiday and vacation use of the seven school buildings is scheduled through Community Education.

Community Education receives no funding from the school districts or town and runs all programs on a self-sustaining basis. Moneys are returned to the following for use of space and equipment – AV, Director of Technology, Physical Education Department, Art Department, Facilities and the Central Office.

For more information about Community Education and the programs it offers, call (978) 266-2525.

### ***Facilities and Transportation***

In addition to normal maintenance projects, the school districts were involved with numerous summer activities. Considerable time and energy were devoted to closing out the Junior High projects. The High School project was off to a strong start with completion of the west wing (science/math) on schedule.

### ***In Conclusion***

This report demonstrates that the Acton-Boxborough Regional School District is a complex organization. Nonetheless, the district possesses a clear mission and vision. It is fortunate to possess a dedicated staff, who make a habit of constant self-reflection and, as resources allow, of renewal.

Our students, teachers and administrators continue to perform at high levels – academically, athletically, artistically, personally and professionally – and so the Acton-Boxborough Regional School District maintains a reputation that attracts people to the communities and to our schools. It is our intention to continue to provide the best possible education to the communities and to seek continued financial and moral support for this very important endeavor.

The town of Boxborough has a great investment in the schools since the schools serve the communities' youth and adult populations through public schooling, Community Education, and as a center for much community activity. This is a win-win situation for both the town and the schools that we want to maintain for the future.

William Ryan  
Superintendent of Schools  
On behalf of the School Committees

**MINUTEMAN REGIONAL HIGH SCHOOL**  
**SCHOOL OF APPLIED ARTS & SCIENCES**  
**758 Marrett Road, Lexington, Massachusetts 02421**  
www.minuteman.org

**Minuteman Regional School Committee**

Charles Olmstead of Acton	Rosalie Barton-May of Lancaster
Dr. Erin Phelps of Arlington	Marjorie Daggett of Lexington
Joseph White of Belmont	Kemon Taschioglou of Lincoln
Stephen Koral of Bolton	Jeffrey Stulin of Needham ( <i>Chairman</i> )
Donna Corey of Boxborough	Alice DeLuca of Stow ( <i>Secretary</i> )
Nancy Weiss of Carlisle	Atty. Paul Lynch of Sudbury ( <i>Vice-Chair</i> )
Dr. Phillip Cheney of Concord	Mary Ellen Castagno of Wayland
Frank Gobbi, Jr. of Dover	Mary Shaw of Weston
Student Representative - Samantha Siegel of Arlington	

After several years of dedicated service, three members left the Regional School Committee in 2003. The entire Minuteman Regional School District thanks James Ford of Carlisle, Colin Young of Lincoln and Betsy Connolly of Wayland for their years of service and leadership.

**Class of 2003 Graduate Achievement Highlights**

- 91% of the Class of 2003 graduated into either college or employment in their field of study.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Cosmetology graduates passed the state board examination.
- 100% of Early Childhood Education graduates were fully certified by the state Office for Child Care Services.
- Medical Occupations graduates achieved 100% placement in either college or a job in the field.
- Science Technology graduates achieved 94% placement in either college or their field of study with 100% of biotechnology and electromechanical engineering students attending college.
- Commercial & Human Services graduates achieved 93% placement rate in either college or their field of study with 67% attending college.
- Construction-Trades graduates achieved 97% placement rate with 17 of 47 enrolled in college and 29 of 47 entering the workplace in their field of study.
- Hannah Leahy, a Biotechnology Academy student from Needham, was honored as an Outstanding Vocational Student of the Year by the Minuteman Regional School Committee, the Massachusetts Association of Vocational Administrators, the State Board of Education and state Commissioner of Education, Dr. David Driscoll.
- Kelsey Byers, a Biotechnology Academy student from Sudbury earned a national second place in the prestigious Presidential Scholars Program.
- Student speakers at the Class of 2003 graduation ceremony were Valedictorian Kelsey Byers of Sudbury, Salutatorian Hannah Leahy of Needham and Class President Christopher Traganos of Lexington.

**Class of 2003 Graduate from Boxborough**

Melissa Miller - Environmental Technology

**Hannah Leahy of Needham - Outstanding Student of the Year**

Hannah Leahy, a Biotechnology Academy major from Needham, is the daughter of Kathleen and William Leahy. Hannah has excelled in academics, her technical program of study, sports, and has been active in extracurricular activities. She graduated ranked second in her graduating Class of 2003. Senior year, Hannah held the positions of Student Council Vice-President, Vice-President of the National Honor Society, Starting Forward on the Conference Champs Girls Basketball Team, active in Minuteman's SADD Chapter, student leader for the "Walk for Hunger"

and was the organizer of the student-faculty campus recycling effort. Hannah has brought honor to her family, community and school throughout her high school years through student activism and leadership both on and off campus. She recently was awarded the Gold Award in the Girl Scouts of America, the organization's highest achievement, and is active her church youth group and the Amateur Athletic Union's girls basketball league traveling New England. Hannah also has solid musical talent and with Minuteman not having a marching band she played trombone in the Needham High School Marching Band for four years. Over the past two summers complimenting her biotechnology studies at Minuteman, Hannah was studying science and chemistry and exploring medical careers at the University of Akron, Ohio and the University of Louisville, Kentucky. In addition to these pursuits, Hannah participated in a "Women in Technology" program between Minuteman and BAE Systems in Lexington studying engineering, weather forecasting and long-range surveillance technologies. She has also been an outstanding and always willing student ambassador assisting at various school functions including freshman orientation programs, school Open Houses and 8<sup>th</sup> grade tour programs. Hannah was accepted to fifteen colleges around the country and she is currently enrolled at Wooster College in Ohio majoring in biochemistry with later plans to earn a Masters degree and a PhD in molecular biology and genetics and envisions a career in medical research hoping to make her mark by helping find cures to some of the world's most devastating diseases.

### **Academic Division Highlights**

- Minuteman Regional High School sophomores tied for second place in Massachusetts among regional technical schools on MCAS test performance.
- Forty-five students took advantage of college level pre-calculus and calculus courses under an articulation agreement with Middlesex Community College.
- Kelsey Byers of Sudbury earned national fourth place in the technical math competition at the Skills USA-VICA National Math Meet held in Kansas City, MO in June 2003.
- Minuteman students on the Math Team competed strongly at all levels against academically diverse groups of area schools finishing the year ranked in first place in the state vocational conference.
- A Latin course was expanded to serve the growing number of students interested in medical careers, biotechnology and science.
- A freshman seminar course is being taught on-line with students receiving training in Internet research, writing skills, software application usage and time management.
- The Minuteman Players, the school's drama students, produced and performed a full production of Ray Cooney's British farce, *"It Runs in the Family."*
- The Special Education Department teamed with mainstream teachers to help students achieve one of the highest levels of special education MCAS "pass" scores in the state.
- Faculty members from English, Guidance, Social Studies and several vocational fields developed Character Education curriculum for use throughout the school.

### **Science & Technology Division Highlights**

- The Biotechnology Academy was designated an outstanding high school program by the National Center for Career and Technical Education at The Ohio State University in conjunction with the U.S. Department of Education, Washington, D.C.
- The Biotechnology Academy formed a new partnership with Harvard University Molecular Biology Laboratory and Children's Hospital and introduced three new components into its curriculum, namely bioethics, cell graphing and forensic science.
- The first state-approved high school pre-engineering program entered its fourth year. Minuteman in articulation with the University of Massachusetts initiated college level engineering courses on Saturday mornings to serve students from local high schools.
- Electromechanical Robotics students George Smith of Boston and Ryan Lynch of Medford took National Third Place in Skills USA-VICA National Competition on Team Robotics and Automation held in Kansas City, MO in June 2003.
- Environmental Science students working with the Bolton Conservation Commission developed and implemented a vernal-pool monitoring plan that included creating a public information brochure to help educate local homeowners on the subject.

- Many new business/industry projects were achieved, including - - Verizon supporting with after-school technology training for middle school students, Cognex Corporation of Natick providing weekly on-line interactive training on Visions Systems, GTE helping with new physics units for biotechnology, the Northeast Center for Telecommunications providing grant assistance, an \$80,000 gift from Adept Robots for the Electromechanical Engineering/Robotics program, etc.
- The Environmental Technology students were active in numerous off-campus service projects for such agencies as the MWRA, Cambridge Water Department, Bolton Conservation Commission, Sudbury Valley Trustees, Massachusetts Division of Fisheries & Wildlife, U.S. Department of Fish and Wildlife and the Northeastern University Marine Biology Research Laboratory, and the United States National Park Service, Minuteman National Historic Park.
- Minuteman staff members are active and taking a leadership role in working with the Department of Education in developing the vocational Certification of Occupational Proficiency (C.O.P.). They include Maryanne Ham serving as state chair for Office Technology, George Taliadouros as state chair for Engineering and Richard Caruso as state vice-chair for Telecommunications.

### **Construction – Power Mechanics – Building Trades Division Highlights**

- The Automotive Technology Department won the industry's Most Outstanding Automotive Program in Massachusetts award for the fifth year in a row.
- Students in Carpentry, Electrical Wiring, Plumbing and HVAC completed construction of the three-bedroom colonial home for the Lexington Housing Authority in partnership with the Lexington Rotary Club.
- Carpentry and Drafting students designed and constructed classroom improvements for the Brooks Elementary and Middle School in Lincoln.
- The Drafting & Design Technology students completed plans for a large garage to be built by Minuteman's construction students in Lexington.
- Student teams completed the reconstruction – from design to construction and installation of the historic cannon stands for the Town Common in Belmont.
- The Automotive Technology program earned the top honors 5-year recertification through the National Automotive Technical Education Foundation (NATEF).
- The Automotive Collision Repair program also earned the NATEF certification.
- The Landscape Management Department won several awards again, including their sixth consecutive First Place at the Annual New England Flower Show in Boston.

### **Commercial & Human Services Division Highlights**

- The Child Development Center and the Early Childhood Education Department were recertified by the National Association for the Education of Young Children. Many commercial centers do not receive this certification for excellence and good practice in curriculum implementation.
- In Retail Marketing & Management, the three-student team of Jenna DeBye of Woburn, Quinten Ferebee of Acton and Natasha Williams of Arlington placed first in state level entrepreneur competition among Distributive Education students. Another student, Diego Perriera of Malden won first place in the annual Massachusetts School Bank Association's annual essay contest. Both contests were held at the Federal Reserve Bank in Boston.
- Students also hosted their annual "Breakfast with Santa" fund-raiser for Children's Hospital of Boston. Through this effort over the years, Minuteman students have donated more than \$10,000 to needy children.
- The Culinary Arts Department is preparing to become a certification site by the American Culinary Federation, due to be awarded in June 2004.
- For the second year in a row, Culinary Arts students won first-place in the annual culinary competition at Newbury College and in so doing earned \$7,000 in scholarships for enrollment at Newbury College.
- Graphics Communications students Jessica Fernandes and Theresa Fortillus of Cambridge earned second and third place, respectively, in a New England-wide poster design sponsored by the Printing & Publishing Council of New England.
- As a community service project, a team of junior Graphic Communications students worked with the Lahey Clinic in designing and printing a 2004 calendar incorporating artwork drawn by elementary age students who are patients in the "young hearts" clinic.

- For the second year in a row, Jane Tang of Acton, a Culinary Arts Baking student, won National First Place in the Skills USA-VICA skills competition held in Kansas City, MO in June 2003.
- Kerry Meister of Arlington, also a Culinary Arts Baking student, won the silver medal – National Second Place – in the Skills USA-VICA national competition.

### **National Honor Society**

The Minuteman Chapter of the National Honor Society proudly served the school and the community with thousands of volunteer hours maintaining a solid and diverse membership while inducting twenty-four new members, including Boxborough students Ethan Corey (Plumbing) and Richard Parsons (Welding).

### **Overall School Highlights**

A new Freshmen Exploratory program was designed and implemented as a means to ensure that members of the Class of 2007 have a full opportunity to experience each of Minuteman's twenty-three technical programs before choosing a major. This new exploratory program runs half of grade 9 and allows students to develop a better understanding of their talents and interests while exposing them to diverse careers.

- Minuteman Regional High School proudly served as one of the three Host Sites for the 2003 state Skills USA-VICA competitions providing students from across the state with competitive challenges in areas ranging from technical math and computer programming to HVAC and welding to architectural drafting and electromechanical engineering and robotics.
- Sam DeLuca of Stow, a junior in the Biotechnology Academy, was a presenter at Harvard University's Junior Science Symposium at Harvard Medical School.
- New and/or updated college articulation and advance credit agreements with numerous top colleges in 26 different career areas.
- Minuteman's School to Careers Partnership has formed a Minuteman Business/Education Alliance with direct or association representation of approximately 1,700 companies. This will allow Minuteman Regional High School to facilitate communication and cooperative student-employer projects and internship opportunities involving each of our district's fifteen participating high schools.
- Community Education services, including After School programs for middle school students, Adult High School services, Evening and Continuing Education courses and Summer School programs and camps, provided to member town residents continued at one of the highest participation and success levels in the state.
- The Facilities Management Department completed major campus renovation and facility improvement projects including conversion to gas heating, upgrading athletic fields, and major renovation of the school's swimming pool.
- Numerous staff development efforts focused on obtaining national rather than just state certification in graphics & digital media, culinary arts, and collision repair (ASE).

### **Minuteman Named 1 of Top 50 High Schools That Work in US**

Minuteman Regional High School was named one of the Top 50 schools in the *High Schools That Work* network of approximately 1,100 schools in 27 states across the country. Minuteman was the only school in Massachusetts selected for the National Top 50.

"The top 50 sites were chosen based on the performance of their students on the past two grade 12 National Assessment Educational Project-based assessments and evidence that the schools have implemented the ten key practices of *High Schools That Work*," wrote Massachusetts Commissioner of Education David P. Driscoll in a letter of congratulations to Minuteman Superintendent Dr. Ronald Fitzgerald. "This honor is well deserved," Driscoll added.

Dr. Fitzgerald commended the students and the staff for their dedication and hard work. "Many of the key practices of *HSTW* underline improving students' academic skills and increasing their opportunities for career exploration and further education. This is in line with what we do every day. Our staff has set high expectations for themselves and their students, and our students respond positively."

The top 50 schools were cited for more fully implementing the ten key practices of HSTW than other schools in the network. “The top 50 schools have attached themselves to a new vision that says most students can learn difficult materials if we get school and classroom practices right,” said Gene Bottoms, keynote speaker at the organization’s annual conference this summer. Bottoms is director of the Southern Regional Education Board’s *High Schools That Work* program and a former executive director of the American Vocational Association.

“At the heart of why the top schools have made greater progress in improving student achievement than have the low implementation schools are the differences in what is taught, how it is taught, what is expected of students and how teachers, students and school leaders relate to each other.” Bottoms said that schools can raise expectations and achievement by deciding to teach all students what only the “best” students have been taught in the past and by supporting teachers in learning how to do it. “High-implementation schools have gone further in unlocking themselves from past practices of teaching to different standards for different groups of students. At top schools, more students do homework, complete a senior project, meet standards on an end-of-course exam and do more reading outside of class.”

#### **Dr. David Form – Massachusetts Biology Teacher of the Year**

Dr. David Form, a Biotechnology Academy instructor at Minuteman Regional High School was named the 2003 Massachusetts Biology Teacher of the Year by the National Association of Biology Teachers. He recently traveled to Oregon to receive his award at an educators’ reception, along with honorees from the other 49 states.

Criteria for selection included innovation and sharing of information through community interaction. In addition to teaching Biotechnology at Minuteman Regional High School for the past eight years, Dr. Form teaches a course in bioinformatics at Boston University and is developing a course for high school science teachers through the Whitehead Institute to introduce them to bioinformatics, a strategy of using computers and Internet sources to acquire, analyze and compare genes and proteins.

His award was given “in recognition of excellence in the teaching of biology and service to the profession, as determined by an official committee of the Association,” according to the plaque he received. “Dr. Form had been previously nominated for the state-wide and national honor, but with such diverse competition he was originally passed over,” said William Callahan, principal of Minuteman Regional High School. “However, we know the quality of Dr. Form’s teaching and again endorsed his designation this time inviting the national biology panel to visit Minuteman,” Callahan recalls. When he was nominated the second time, members of the National Association of Biology Teachers review panel came to the Lexington campus to interview Dr. Form, his peers and students and to observe a class. “After their visit to our vocational school the award was granted,” Callahan noted concluding that, “Dr. Form is truly deserving of this recognition and everyone at Minuteman is proud of his achievement.”

“We teach biology using biotechnology as a way of making biology real,” Form affirms. Evolution, merging diseases, DNA research, botany and genetics are a few of the many areas students are interested in and are covered in-depth in the Minuteman curriculum. “Our students do a lot of research and lab work that is inquiry based,” he adds, “thus demonstrating their ability to strive in a hands-on environment. Biotechnology is part of the new wave of vocational education.”

Dr. David Form has an extensive and well-respected background in the fields of biology and biotechnology. Presently he sits on the Biomedical and Clinical Sciences Advisory Board at Boston University School of Medicine, the Biotechnology Advisory Board at Middlesex Community College, the Education Committee of the Massachusetts Biotechnology Council and the Museum of Microbial Life at Boston University School of Education. Prior to Minuteman, Dr. Form was employed as a researcher at the Education Development Center in Newton, a science teacher at the Cambridge School of Weston in Weston, a researcher at Boston University School of Medicine, Yale University School of Medicine the University of Wisconsin and the Frederick Cancer Research Center in Maryland and a chemist at Boston’s Collagen Research Laboratory. In addition to being published numerous times in professional journals, he holds his Doctoral and Masters Degrees in Biology from Yale University and his Bachelors of Science in Biology from State University of New York.

**Continued Recognition of Automotive Academy**

The Minuteman Automotive Academy was selected by the National Automotive Youth Educational Systems program as a site for high level career learning in the field and voted the Most Outstanding Automotive Technology Program in Massachusetts by the Industry Planning Council of New England. Daimler Chrysler, General Motors, Toyota, Volkswagon, the National Institute for Automotive Service Excellence (ASE), college partners and others work with Minuteman in providing exciting career opportunities across a broad spectrum from advanced technician to management specialist to automotive designer and engineer.



**OPERATING FUND**  
**COMPARISON OF BUDGET TO ACTUAL FOR FY03**  
(Year Ending June 30, 2003)  
(Unaudited)

	<b>FY 02</b>	<b>FY03</b>	<b>FY03 ACTUAL/</b>	<b>TRANSFER/</b>	
<b>REVENUES</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>ENCUMBERED</b>	<b>RECEIPTS</b>	<b>AVAILABLE</b>
DISTRICT ASSESSMENTS	\$ 7,252,023	\$ 7,497,855	\$ 7,497,855	\$ -	\$ -
CHAPTER 70 AID	\$ 2,557,038	\$ 2,557,038	\$ 2,530,950	\$ -	\$ (26,088)
CURRENT TUITION	\$ -	\$ 279,289	\$ 304,528	\$ -	\$ 25,239
TRANSPORTATION REIMB	\$ 959,806	\$ 778,747	\$ 800,334	\$ -	\$ 21,587
CHOICE	\$ 317,019	\$ 592,598	\$ 592,598	\$ -	\$ -
OTHER PROGRAM INCOME	\$ 321,685	\$ 250,971	\$ 230,233	\$ -	\$ (20,738)
CERTIFIED E&D	\$ 84,697	\$ 15,185	\$ 15,185	\$ -	\$ -
PREV YEAR'S TUITION	\$ 2,945,017	\$ 3,701,837	\$ 3,701,837	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 14,437,285</b>	<b>\$ 15,673,520</b>	<b>\$ 15,673,520</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENSES</b>					
BUILDING TRADES	\$ 76,059	\$ 91,494	\$ 67,015	\$ (636)	\$ 23,843
COMMERCIAL SERVICES	\$ 18,123	\$ 22,695	\$ 15,169	\$ -	\$ 7,526
ELECTRONICS	\$ 35,769	\$ 37,579	\$ 29,602	\$ (190)	\$ 7,787
GRAPHICS	\$ 59,034	\$ 76,079	\$ 64,068	\$ 7,874	\$ 19,885
HEALTH INSTRUCTION	\$ 24,716	\$ 24,575	\$ 20,105	\$ -	\$ 4,470
METAL FABRICATION	\$ 34,536	\$ 35,229	\$ 28,592	\$ -	\$ 6,637
POWER MECHANICS	\$ 17,253	\$ 17,200	\$ 11,072	\$ -	\$ 6,128
TECHNOLOGY	\$ 80,323	\$ 88,232	\$ 79,199	\$ 382	\$ 9,415
AFTSCH PROGRAM	\$ 13,674	\$ 14,820	\$ 12,938	\$ (665)	\$ 1,217
REGULAR OCCUPATIONAL	\$ 2,386	\$ 4,485	\$ 4,068	\$ -	\$ 417
SPECIAL TRADES	\$ 26,957	\$ 30,449	\$ 26,595	\$ 442	\$ 4,296
SAFETY	\$ 10,958	\$ 15,150	\$ 12,834	\$ -	\$ 2,316
COMMUNICATIONS	\$ 38,106	\$ 41,073	\$ 33,817	\$ (25)	\$ 7,231
HUMAN RELATIONS	\$ 12,625	\$ 21,532	\$ 14,738	\$ (1,200)	\$ 5,594
MATH	\$ 49,471	\$ 43,800	\$ 39,778	\$ 18	\$ 4,040
SCIENCE	\$ 65,599	\$ 68,490	\$ 51,223	\$ -	\$ 17,267
PHYSICAL EDUCATION	\$ 4,724	\$ 7,000	\$ 1,328	\$ (50)	\$ 5,622
ATHLETICS	\$ 111,915	\$ 103,330	\$ 88,333	\$ -	\$ 14,997
BUSINESS INSTRUCTION	\$ 422	\$ 4,525	\$ 4,257	\$ (399)	\$ (131)
FOREIGN LANGUAGE	\$ 11,696	\$ 18,800	\$ 9,610	\$ -	\$ 9,190
ART	\$ 5,591	\$ 8,225	\$ 4,601	\$ -	\$ 3,624
MUSIC	\$ 92	\$ 400	\$ 250	\$ -	\$ 150
ALTERNATIVE EDUCATION	\$ 11,553	\$ 10,000	\$ -	\$ -	\$ 10,000
INSTRUCTIONAL RESOURCES	\$ 75,490	\$ 84,564	\$ 80,836	\$ 1,518	\$ 5,246
PUPIL SUPPORT	\$ 41,947	\$ 54,072	\$ 66,897	\$ 14,576	\$ 1,751
PRINCIPAL	\$ 90,425	\$ 95,050	\$ 83,660	\$ 3,705	\$ 15,095
VOCATIONAL COORDINATOR	\$ 5,748	\$ 6,885	\$ 6,838	\$ -	\$ 47
COMPUTER SERVICES	\$ 14,151	\$ 31,900	\$ 8,152	\$ 4,369	\$ 28,117
DEAN	\$ 3,087	\$ 3,620	\$ 2,650	\$ -	\$ 970
DISTICT PROGRAMS	\$ 122,159	\$ 261,490	\$ 262,554	\$ (19,014)	\$ (20,078)
LEGAL FEES	\$ 67,478	\$ 28,760	\$ 36,190	\$ -	\$ (7,430)
AUDIT FEES	\$ 43,000	\$ 47,000	\$ 45,000	\$ -	\$ 2,000
SUPERINTENDENT	\$ 6,199	\$ 6,794	\$ 5,128	\$ -	\$ 1,666
PLAN/ACADEMICS	\$ 41,998	\$ 42,300	\$ 46,444	\$ 649	\$ (3,495)
BUSINESS OFFICE	\$ 16,648	\$ 43,720	\$ 19,594	\$ -	\$ 24,126
RISK INSURANCE	\$ 168,631	\$ 222,230	\$ 193,062	\$ -	\$ 29,168
RETIRE/EMPLOYEE BNFT	\$ 1,264,460	\$ 1,479,663	\$ 1,469,429	\$ 24,110	\$ 34,344
TRANSPORTATION	\$ 1,067,811	\$ 1,055,885	\$ 1,048,873	\$ -	\$ 7,012
CAFETERIA	\$ 4,760	\$ 7,850	\$ 7,536	\$ -	\$ 314
OPER & MAINTENANCE	\$ 799,485	\$ 1,048,900	\$ 1,069,250	\$ 67,313	\$ 46,963
EQUIPMENT PURCHASES	\$ 149,910	\$ 250,000	\$ 249,696	\$ 500	\$ 804
DEBT MANAGEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
SALARIES	\$ 9,636,338	\$ 10,117,675	\$ 10,120,341	\$ 11,590	\$ 8,924
<b>TOTAL</b>	<b>\$ 14,331,307</b>	<b>\$ 15,673,520</b>	<b>\$ 15,441,322</b>	<b>\$ 114,867</b>	<b>\$ 347,065</b>
<b>EXCESS REVENUE</b>	<b>\$ 105,978</b>		<b>\$ 232,198</b>	<b>\$ 114,867</b>	<b>\$ 347,065</b>

**TOWN OF BOXBOROUGH**

**ANNUAL TOWN MEETING**

**MAY 12, 2003**

**LIST OF ARTICLES**

1. **CHOOSE TOWN OFFICERS**  
**QUESTION 1 – PROP 2 1/2 GENERAL OVERRIDE - OPERATING BUDGET**  
**QUESTION 2 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE - SNOW REMOVAL EQUIPMENT**  
**QUESTION 3 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE - PICK-UP TRUCK**  
**QUESTION 4 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE - T.J. O'GRADY MEMORIAL SKATE PARK**
2. **HEAR AND ACCEPT REPORTS**
3. **SET SALARIES AND COMPENSATION OF OFFICERS**
4. **PERSONNEL ADMINISTRATION PLAN CHANGES**
5. **TOWN OPERATING BUDGET**
6. **CLOSE OUT OLD ARTICLES\*\***
7. **REVOLVING FUND - ELECTRICAL INSPECTION\*\***
8. **REVOLVING FUND - PLUMBING AND GAS INSPECTION\*\***
9. **REVOLVING FUND - FIRE ARMS PERMITS\*\***
10. **REVOLVING FUND – LIBRARY FINES\*\***
11. **REVOLVING FUND – DOG LICENSE FEES\*\***
12. **REVOLVING FUND – STEELE FARM\*\***
13. **REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM\*\***
14. **ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS\*\***
15. **ACCEPTANCE OF MGL CH 140 §139\*\***
16. **COLONIAL RIDGE DRIVE ROAD ACCEPTANCE\*\***
17. **COLONIAL RIDGE DRIVE - LAND ACCEPTANCE – PARCELS A, B, C AND D\*\***
18. **SCHOOL HOUSE LANE – ROAD ACCEPTANCE\*\***
19. **RESIDENCY REQUIREMENTS FOR REGULAR FIRE AND POLICE OFFICERS\*\***
20. **ACCEPTANCE OF LOT A SWANSON ROAD FOR RIGHT OF WAY PURPOSES\*\***
21. **CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***
22. **AUTHORIZE BOS TO NEGOTIATE LEASE OF TOWN LAND WITH PROVIDER OF PERSONAL WIRELESS SERVICES**
23. **INCREASE IN SENIOR CITIZEN PROPERTY TAX WORK-OFF ABATEMENT TO \$750 PER YEAR**
24. **DEMOLITION DELAY BYLAW**
25. **ACCEPTANCE OF LAND FOR RECREATIONAL FIELD USE**

26. CAPITAL EXPENDITURE – SNOW REMOVAL EQUIPMENT
27. CAPITAL EXPENDITURE – PICK-UP TRUCK
28. LIBRARY CONSTRUCTION PROGRAM#
29. T.J. O'GRADY MEMORIAL SKATE PARK
30. AMEND FY 2001 & FY 2003 PERSONNEL PLAN SCHEDULE B AND PAY PRIOR YEAR PAYROLL OBLIGATION
31. CUNNINGHAM ROAD – DISCONTINUE USE AS A PUBLIC WAY
32. ZONING BYLAW AMENDMENT - AMENDMENTS TO THE TOWN CENTER SIGN REQUIREMENTS TO CONFORM TO DESIGN REVIEW GUIDELINES
33. ZONING BYLAW AMENDMENT - REZONE PORTION OF INDUSTRIAL-COMMERCIAL (IC) DISTRICT #5 FROM INDUSTRIAL-COMMERCIAL (IC) TO AGRICULTURAL-RESIDENTIAL (AR)
34. ZONING BYLAW AMENDMENT - REMOVE PORTION OF PARCEL 176 REZONED FROM IC TO AR AT THE 2002 ATM; AND PORTION OF IC DISTRICT # 5 REZONED ABOVE FROM THE WIRELESS COMMUNICATION FACILITIES OVERLAY DISTRICT
35. ZONING BYLAW AMENDMENT - ROOF TOP MECHANICALS
36. AUTHORIZE BOS TO NEGOTIATE AGREEMENT FOR SOLID WASTE DISPOSAL

#### **LEGEND**

- \*\* CONSENT AGENDA  
# PETITION ARTICLE

### **WARRANT AND PROCEEDINGS OF BOXBOROUGH ANNUAL TOWN MEETING**

Held on May 12<sup>th</sup>, 13<sup>th</sup>, 15<sup>th</sup>, 22nd and 27<sup>th</sup>, 2003

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, May 12, 2003 at 7:30 p.m. to act on Articles 2 through 36 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 19th day of May, 2003 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1 and Questions 1 - 4. The polls will be open continuously until 8:00 p.m. when they shall be closed.

#### **CONSENT AGENDA**

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator, and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions

under these articles to be acted upon as one unit and to be passed without debate. The articles to be taken up on the Consent Agenda are indicated by a double asterisk (\*\*).

**THE CONSENT AGENDA WILL BE TAKEN UP AS THE FIFTH ORDER OF BUSINESS, AFTER CONSIDERATION OF ARTICLE 4 (PERSONNEL ADMINISTRATION PLAN CHANGES), AT THE ANNUAL TOWN MEETING ON MONDAY, MAY 12, 2003.**

Please do your homework. If you have any questions about the consent articles or procedure, please feel free to call the Town Administrator, at 978-263-1116 before Town Meeting.

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The Article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Complete summaries are found under each article printed in this warrant.

**ARTICLE 1 CHOOSE TOWN OFFICERS**

(Majority vote required)

**One Moderator** for a one-year term

**One Town Clerk** for a one-year term

**One Tax Collector** for a three-year term

**Two Selectmen** members, each for a three-year term

**One Board of Health** member for a three year term

**Two Library Trustees**, each for a three year term

**One Planning Board** member for a three-year term

**One School Committee (Local and of the Region)** member for a three-year term

**One School Committee (Local only)** member for a three-year term

As well as other Town Officers as may be necessary, and to vote on the following questions:

**ACTION ON ARTICLE 1, May 15, 2000.** Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order, and the keys were held by the Town Clerk in the absence of a Police Officer on duty. The Election Officials—all duly sworn in before beginning their duties—were Warden, Richard w. Golden; Clerk, Virginia B. Richardson; Tellers, Marguerite Hugel, Mary Larson, Ellen Landry, Virginia Soderling, Elaine Garabedian, Jacqueline Cumming, Barbara Wheeler, Anne Canfield and Loraine King. The Counters were Charlene Golden and Barry Harsip. In the absence of the Moderator, Virginia Richardson opened the polls at 7:00 a.m. and closed the polls at 8:00 p.m. Both check lists indicated that 1317 persons had voted and 1317 ballots were taken from the Ballot Box (this included 32 absentee ballots). There were 2868 registered voters. The count was completed at 9:30 p.m. The results of the election were as follows:

MODERATOR, One Year

Reginald C. Brown -----	886
Others-----	5
Owen J. Neville -----	159
Blanks -----	266

TOWN CLERK, One Year

Virginia B. Richardson-----	1113
Others-----	3
Blanks -----	201

SELECTMEN, Three Years

Vote for not more than two

Simon C. Bunyard -----	754
David L. Birt -----	726
Kenneth A. Carroll -----	364
Other-----	2
Blanks -----	65

TAX COLLECTOR, Three Years

Mary P. Shemowat -----	1082
Others-----	1
Blanks -----	234

SCHOOL COMMITTEE, Three Years

Local and Regional

Elizabeth Markiewicz -----	961
Blanks -----	356

SCHOOL COMMITTEE, Three Years

Local Only

Carol A. Ginty-Geist -----	932
Others-----	1
Blanks -----	384

LIBRARY TRUSTEES, Three Years  
Vote for not more than two

Gregory A. Ross	764
Elaine Garabedian	931
Philip Kicelemos	238
Blanks	71

PLANNING BOARD, Three Years

G. Michael Ashmore -----	742
Philip Kicelemos-----	265
Blanks	310

BOARD OF HEALTH, Three Years

Philip J. Alvarez -----	926
Blanks -----	391

**QUESTION 1      PROP 2 1/2 GENERAL OVERRIDE - OPERATING BUDGET**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Seven Hundred Twenty-Five Thousand Dollars (\$725,000) in real estate and personal property taxes for the purposes of funding the operating budgets of the Town and Public Schools for the fiscal year beginning July first two thousand and three (7/1/03)?

YES - 582      NO - 731      BLANKS – 4

**QUESTION 2      PROP 2 1/2 CAPITAL OUTLAY PURCHASE - SNOW REMOVAL EQUIPMENT**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Twenty-one Thousand Dollars (\$21,000) in real estate and personal property taxes for the purposes of acquiring snow removal equipment for the Public Works Department for the fiscal year beginning July first two thousand and three (7/1/03)?

YES – 652      NO – 646      BLANKS – 19

**QUESTION 3      PROP 2 1/2 CAPITAL OUTLAY PURCHASE - PICK-UP TRUCK**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Thirty-Six Thousand Dollars (\$36,000) in real estate and personal property taxes for the purposes of acquiring a pick-up truck for the Public Works Department for the fiscal year beginning July first two thousand and three (7/1/03)?

YES - 574      NO – 716      BLANKS – 27

**QUESTION 4      PROP 2 1/2 CAPITAL OUTLAY PURCHASE - T.J. O'GRADY MEMORIAL SKATE PARK**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Forty Thousand Dollars (\$40,000) in real estate and personal property taxes for the purposes of providing Boxborough's contribution towards the construction of the T.J. O'Grady Memorial Skate Park for the fiscal year beginning July first two thousand and three (7/1/03)?

YES – 469      NO – 828      BLANKS – 20

**THE FIRST SESSION OF ANNUAL TOWN MEETING**

The first session of the Annual Town Meeting was called to order at 7:30 p.m. by Moderator Reginald C. Brown with 459 voters in attendance. There was a moment of silent prayer for those who passed away during the last year. There was a motion made that we will not continue discussion beyond 11:00 p.m. even if we are in the middle of an article. This motion carried. It was voted that any adjourned sessions would be held on Tuesday, May 13<sup>th</sup>, Thursday, May 15<sup>th</sup>, and Thursday, May 22<sup>nd</sup>.

**ARTICLE 2      HEAR AND ACCEPT REPORTS**

(Majority vote required)

To hear the reports of the Selectmen and other Town Officers, Agents and Committees; or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

This article provides for the acceptance of the Town Report and any other reports that Town Boards and Commissions may offer. In addition, this allows for an acceptance of any committee reports requested by previous Town Meetings.

**ACTION ON ARTICLE 2**, May 12, 2003. On Mr. Birt's motion, the Town did vote to hear and receive the reports of the Selectmen and other Town Officers, Agents and Committees. (Reports on file with the Town Clerk.) Greg Ross asked that we recognize Maureen Strapko, Jane Soule, Greg Turner, Shirley Warren, Tim Rudolph and Judy Reiter for their dedication to the Library Building Committee.

There was also a "thank you" to Bill Ryan for contacting the Acton/Boxborough Regional School District in order to secure a meeting room in the Regional School if our auditorium was not large enough to seat all the voters.

**ARTICLE 3      SET SALARIES AND COMPENSATION OF OFFICERS**

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various officials for the year beginning July 1, 2003 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$47,236.39 year
Town Clerk	\$30,765.83 year

Moderator	\$25.00 each meeting
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

This article establishes the salaries for all elected members of Town Government.

**The Finance Committee recommends unanimously.**

The Finance Committee agrees with all salaries and compensation for Town Officers as proposed by the Personnel Board.

**ACTION ON ARTICLE 3**, May 12, 2003. On Mr. Birt's motion, the Town did vote to fix the salaries and compensation of various officials for the year beginning July 1, 2003 as printed in the warrant under Article 3.

**ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES**

(Majority vote required)

To see if the Town will vote to make the following changes to the Personnel Administration Plan:

**Article XII Section 6**

**Paragraph 1: CHANGE** "Health Insurance; provided the following eligibility conditions apply." **TO** "Health Insurance, as set forth in MGL Ch.32B§9A; provided the following eligibility conditions apply."

**REPLACE sub-paragraph "b" with:** "The retired employee is a member of Middlesex Retirement System, Massachusetts Teachers Association or any other retirement system recognized by the Town of Boxborough, and the employee meets the requirements for retirement as set forth by such system."

**Article XIV: REPLACE entire Article with the following:**

Article XIV. Disciplinary Actions and Dismissal

Section 1. Statement of Responsibilities – It is the responsibility of all employees to comply with regulations necessary for the proper operation of the departments in the Town of Boxborough.

Section 2. Enforcement – Department Heads are responsible for enforcing these regulations and referring problem situations to the Town Administrator's office or the Library Board of Trustees for appropriate disciplinary action.

Section 3. Types of Disciplinary Action – Disciplinary action or measures shall include the following: Oral Reprimand, Written Reprimand, Disciplinary Probation, Suspension without pay, and/or Discharge. Such actions may begin at a level appropriate to the offense.

Section 4. Severity of Discipline – The disciplinary action as specified should be consistent with the seriousness of the offense or behavior involved.

Section 5. Reasons for Disciplinary Action – Disciplinary action may be imposed upon an employee for documented failure to fulfill his/her responsibilities as an employee. Examples of employee failure to fulfill his/her responsibilities as an employee include, but are not limited to:



- a. Willful violation of provisions of the Town Personnel Administration Plan.
- b. Negligence in the care of Town property.
- c. Habitual (in excess of allotted leaves) tardiness and/or absence from duty.
- d. Refusal to perform a reasonable amount of compensated work after working hours when given advance notice of and directed to by his/her supervisor.
- e. Insubordinate action or behavior that is perceived to violate generally accepted rules of conduct as befits an employee of the Town.
- f. Under the influence of alcohol or a controlled substance while on duty, or in possession of alcohol or a controlled substance while on duty.
- g. Conduct which reflects unfavorably upon the Town service.
- h. Violation of any reasonable or official order or failure to carry out any lawful and reasonable directions made and given by a proper supervisor.
- i. Any other instance or situation of such seriousness that disciplinary action is considered warranted.
- j. Conviction of a felony.

Section 6. Reprimand Procedure – A Department Head who notes unsatisfactory job performance, or non-compliance with written regulations may, if other discipline isn't warranted, issue an oral or written reprimand to the employee, including reason(s) for the reprimand, and an offer of assistance on the part of the Department Head in correcting the unsatisfactory situation. Oral reprimands shall be presented with maximum regard for minimizing embarrassment to the employee before other employees or the public.

Section 7. Disciplinary Probation –

- a. Placement on Disciplinary Probation – If oral or written reprimand fails to correct unsatisfactory job performance, or non-compliance with department regulations, an employee may be required to serve a maximum ninety (90) day disciplinary probation. Duration of the probation is at the discretion of the Department Head, the Town Administrator or Library Board of Trustees. The employee will receive a written notice stating reasons for the disciplinary probation and the effective date of such action. Disciplinary probation will be imposed where this action is not in conflict with requirements of current labor agreements.
- b. Expiration of Disciplinary Probation – The expiration of disciplinary probation does not diminish the Department Head's, Town Administrator's, or Library Board of Trustees' right to consider an individual's overall work history when making decisions relating to discipline or discharge. When the employee's disciplinary probation expires, the Department Head will notify the Town Administrator or the Library Board of Trustees, in writing, that:
  - 1) The employee's performance and behavior was satisfactory and that the employee be retained in his/her position. OR
  - 2) The employee's performance and/or behavior remained unsatisfactory and that it is recommended that the employee be either suspended or discharged.

Section 8. Suspension – At the discretion of the Department Head, Town Administrator, or Library Board of Trustees, an unsatisfactory employee may be suspended without pay for a period or periods that will not exceed a total of thirty (30) days in any twelve-month period. Such suspension may be in lieu of disciplinary probation, or at the expiration of the disciplinary probation, depending upon the situation. The employee will receive a written notice stating reasons for the suspension and the effective date. At the end of the suspension period, and a reasonable observation period of no less than ninety (90) days, the Department Head will inform the Town Administrator or Library Board of Trustees of the employee's improved behavior/performance and his/her recommended retention of the employee, or of the employee's continued unsatisfactory behavior/performance, and his/her recommended discharge of the employee.

- Section 9. Discharge – An employee may be discharged either because he/she is unsatisfactory on the job or for violation of Town regulations. Prior to any employee’s discharge both the Personnel Board Chair and the Board of Selectmen Chair should be consulted. Examples of employee actions which may result in immediate termination include, but are not limited to:
- Theft or dishonesty
  - Assault or other violent behavior
  - Falsification of records
  - Intentional or malicious damage to Town property
  - Violation of another person’s civil rights
  - Concealment of an error or omission of pertinent facts
- Section 10. Employee Appeal – The employee shall have the right to appeal his/her placement on disciplinary probation, suspension, or discharge at the second step of the grievance procedure, and the case shall be handled in accordance with this procedure. Suspensions or discharges made during the initial training period or at the expiration of the initial training period are not appealable. A decision not to reappoint an individual whose term has expired is not a dismissal for purposes of this plan and is not subject to challenge.
- Section 11. Documentation – All documentation related to oral and written reprimands and disciplinary actions shall be retained in the employee’s official personnel file. It is the Town’s policy not to remove any disciplinary documents from an official personnel file.

#### **SCHEDULE A:**

Remove Library Director from Regular Full-time Non-Exempt and from Regular Reduced Hours.

Add Library Director to Department Heads.

Add Conservation Agent to Regular Part-time.

Add Call Fire Chief and Call Building Inspector to Intermittent.

#### **And by:**

Amending Schedule B as indicated in the following schedule;

or take any other action relative thereto.

#### **The Board of Selectmen recommends.**

A public hearing was held on March 31, 2003.

#### **Personnel Board recommends.**

These changes clarify and upgrade the referenced sections.

#### **The Finance Committee defers recommendation.**

At this writing several modifications to the wording of the Personnel Administration Plan are contemplated that have not yet been reviewed by the Finance Committee. We therefore defer recommendation on this article. This deferral does not imply fundamental disagreement with the proposed changes, only a desire to fully understand them. We wish to thank the Personnel Board for their efforts in this important work.

**Town of Boxborough Personnel Administration Plan  
Classification of Positions FY 2003 Schedule A**

**POSITION TITLE**

**DEPARTMENT HEADS**

*Town Administrator*  
*Police Chief*  
*Fire Chief*  
*DPW Director*  
*Library Director*

**REGULAR FULL-TIME SCHEDULE**

**Exempt Employees**  
**Assistant Town Administrator**  
**Treasurer**  
*Accountant*  
*Assessor*  
*Building Inspector/Code Enforcement*  
*Planner*

**Non-Exempt Employees**

*Secretary I*  
*Secretary II*  
*Police Sergeant*  
*Police Officer*  
*Firefighter/EMT*  
*Custodian*

**DPW Foreman**  
**DPW Worker**  
**DPW Semi-skilled Worker**  
**Dispatch Supervisor**  
**Dispatcher**

**REGULAR REDUCED HOURS SCHEDULE**

*COA Coordinator*  
**Children's Librarian**  
**Sr. Library Technician**  
**Library Technician**  
**DPW Worker**

**REGULAR PART-TIME SCHEDULE**

*Secretary I*  
*Secretary II*  
**Children's Librarian**  
**Sr. Library Technician**  
**Library Technician**  
**Transfer Station Operator I**  
**Conservation Agent**

**PER DIEM SCHEDULE**

**Fire Lieutenant/EMT**  
**Call Fighter/EMT**  
**Call Firefighter**  
**Special Police Officer**  
**Dispatcher**

**INTERMITTENT SCHEDULE**

**Cemetery Superintendent**  
**Cemetery Laborer**  
**Registrar Chairperson**  
**Clerk of Elections**  
**Election Worker**  
**Registrar Member**  
**Veterans' Agent**  
**Call Fire Chief**  
**Deputy Fire Chief**  
**Fire Captain**  
**Fire Lieutenant**  
**Call Firefighter/EMT**  
**Fire Department Chaplain**  
**Call Building Inspector**  
**Special Police Officer**  
**Lock-up Attendant**  
**Dispatcher**  
**Seasonal Maintenance Worker**  
**Snow Plower**  
**Seasonal Conservation Worker**  
**Assistant Building Inspector**  
**Wiring Inspector**  
**Plumbing and Gas Inspector**  
**Dog Officer**  
**Assistant Dog Officer**  
**Animal Control Officer**  
**Animal Inspector**  
**Fence Viewer**  
**Field Driver**  
**Director of Summer Playground**  
**Director of Gymnastics**  
**Director of Winter Programs**  
**Lead Counselor**  
**Counselor**  
**Counselor-in-Training**  
**Intern (Town Hall)**  
**Library Page**  
**Junior Library Page**

## POSITION TITLE

### Elected Positions

Selectman  
Board of Health Member  
Planning Board Member  
Library Trustee  
Moderator  
Constable  
Tax Collector  
Town Clerk

### Town of Boxborough Personnel Administration Plan Compensation of Positions FY 2004 Schedule B

<u>POSITION TITLE</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
<u>DEPARTMENT HEADS</u>				FY2003	FY2004	
Town Administrator	Contract expires 12/31/03			76,650.00	80,482.50	
Police Chief	Contract expires 12/31/03 (base) with Quinn Bill			62,580.00	65,709.00	
Fire Chief	Contract expires 12/31/03			75,096.00	78,850.80	
DPW Director	Contract expires 12/31/03			66,360.00	69,678.00	
Library Director	Contract expires 12/31/04			68,145.00	71,552.25	
				42,187.60	45,411.00	
<u>REGULAR FULL-TIME SCHEDULE</u>						
Exempt Employees						
Assistant Town Administrator	43,985.85	45,525.35	47,118.74	48,767.90	50,474.77	52,241.39
Treasurer	45,995.42	47,605.26	49,271.44	50,995.94	52,780.80	54,628.13
Accountant	43,526.71	45,050.14	46,626.90	48,258.84	49,947.90	51,696.08
Assessor	49,218.34	50,940.98	52,723.92	54,569.25	56,479.18	58,455.95
Building Inspector/Code Enforcement	43,565.45	45,090.24	46,668.40	48,301.79	49,992.36	51,742.09
Planner	45,064.79	46,642.06	48,274.53	49,964.14	51,712.88	53,522.83
Non-Exempt Employees						
Secretary I	13.06	13.52	13.99	14.48	14.99	15.51
Secretary II	16.50	17.08	17.68	18.29	18.93	19.60
Police Sergeant	22.28	22.70	23.11			
Police Officer	16.79	17.37	17.98	18.61	19.26	19.93
Firefighter/EMT	15.43	15.97	16.53	17.11	17.71	18.33
Custodian	13.28	13.74	14.23	14.72	15.24	15.77
DPW Foreman	19.55	20.23	20.94	21.68	22.43	23.22
DPW Worker	15.61	16.16	16.72	17.31	17.91	18.54
DPW Semi-skilled Worker	14.23	14.73	15.24	15.78	16.33	16.90
Dispatch Supervisor	15.61	16.16	16.72	17.31	17.91	18.54
Dispatcher	14.11	14.60	15.11	15.64	16.19	16.76
<u>REGULAR REDUCED HOURS SCHEDULE</u>						
COA Coordinator	16.50	17.08	17.68	18.29	18.93	19.60
Children's Librarian	16.53	17.11	17.71	18.33	18.97	19.63
Sr. Library Technician	12.19	12.62	13.06	13.52	13.99	14.48
Library Technician	10.38	10.74	11.12	11.51	11.91	12.33
DPW Worker	15.61	16.16	16.72	17.31	17.91	18.54

**REGULAR PART-TIME SCHEDULE**

<i>Secretary I</i>	<i>13.06</i>	<i>13.52</i>	<i>13.99</i>	<i>14.48</i>	<i>14.99</i>	<i>15.51</i>
<i>Secretary II</i>	<i>16.50</i>	<i>17.08</i>	<i>17.68</i>	<i>18.29</i>	<i>18.93</i>	<i>19.60</i>
<b>Children's Librarian</b>	<b>16.53</b>	<b>17.11</b>	<b>17.71</b>	<b>18.33</b>	<b>18.97</b>	<b>19.63</b>
<b>Sr. Library Technician</b>	<b>12.19</b>	<b>12.62</b>	<b>13.06</b>	<b>13.52</b>	<b>13.99</b>	<b>14.48</b>
<b>Library Technician</b>	<b>10.38</b>	<b>10.74</b>	<b>11.12</b>	<b>11.51</b>	<b>11.91</b>	<b>12.33</b>
<b>Transfer Station Operator I</b>	<b>14.26</b>	<b>14.76</b>	<b>15.28</b>	<b>15.81</b>	<b>16.36</b>	<b>16.94</b>
<b>Conservation Agent</b>	<b>20.00</b>	<b>20.70</b>	<b>21.42</b>	<b>22.17</b>	<b>22.95</b>	<b>23.75</b>

**PER DIEM SCHEDULE**

<b>Fire Lieutenant/EMT</b>	<b>14.50</b>
<b>Call Fighter/EMT</b>	<b>13.17</b>
<b>Call Firefighter</b>	<b>13.17</b>
<b>Special Police Officer</b>	<b>13.17</b>
<b>Dispatcher</b>	<b>13.17</b>

**Rate****INTERMITTENT SCHEDULE**

<b>Cemetery Superintendent</b>	<b>6,920.59 annually</b>
<b>Cemetery Laborer</b>	<b>8.68</b>
<b>Registrar Chairperson</b>	<b>742.45 annually</b>
<b>Clerk of Elections</b>	<b>9.44</b>
<b>Election Worker</b>	<b>8.39</b>
<b>Registrar Member</b>	<b>222.76 annually (plus \$0.33 a head)</b>
<b>Veterans' Agent</b>	<b>12.24</b>
<b>Call Fire Chief</b>	<b>34.00</b>
<b>Deputy Fire Chief</b>	<b>15.94</b>
<b>Fire Captain</b>	<b>15.22</b>
<b>Fire Lieutenant</b>	<b>14.50</b>
<b>Call Firefighter/EMT</b>	<b>13.17</b>
<b>Fire Department Chaplain</b>	<b>13.17</b>
<b>Call Building Inspector</b>	<b>34.00</b>
<b>Special Police Officer</b>	<b>13.17</b>
<b>Lock-up Attendant</b>	<b>11.81</b>
<b>Dispatcher</b>	<b>13.17</b>
<b>Seasonal Maintenance Worker</b>	<b>10.75</b>
<b>Snow Plower</b>	<b>17.04</b>
<b>Seasonal Conservation Worker</b>	<b>10.08</b>
<b>Assistant Building Inspector</b>	<b>20.96</b>
Wiring Inspector	fees \$50,000 cap/yr Selectmen & FinCom may modify if required
Plumbing and Gas Inspector	fees \$15,000 cap/yr Selectmen & FinCom may modify if required
<b>Dog Officer</b>	<b>8,722.74 annually</b>
<b>Assistant Dog Officer</b>	<b>8.55 4 hour call min</b>
<b>Animal Control Officer</b>	<b>2,124.77 annually</b>
<b>Animal Inspector</b>	<b>782.81 annually</b>
<b>Fence Viewer</b>	<b>40.00 annually</b>
<b>Field Driver</b>	<b>40.00 annually</b>
<b>Director of Summer Playground</b>	<b>15.35</b>
<b>Director of Gymnastics</b>	<b>14.77</b>
<b>Director of Winter Programs</b>	<b>14.77</b>
<b>Lead Counselor</b>	<b>11.18</b>
<b>Counselor</b>	<b>8.39</b>
<b>Counselor-in-Training</b>	<b>7.84</b>
<b>Intern (Town Hall)</b>	<b>8.39</b>
<b>Library Page</b>	<b>8.39</b>
<b>Junior Library Page</b>	<b>7.55</b>

<b>Elected Positions</b>	<b>FY 2003</b>	<b>FY 2004</b>
Selectman	400.00 annually	
Board of Health Member	166.67 annually	
Planning Board Member	109.00 annually	
Library Trustee	0.00 annually	
Moderator	25.00 per meeting	
Constable	3.00 /warrant posted/location	
Tax Collector	45,419.61 annually	47,236.39
Town Clerk	29,582.53 annually	30,765.83

#### **NOTES**

CPI-U for the Boston area is 4%

Fee maximum is 1% of FY03 levy or \$109,646.

**ACTION ON ARTICLE 4**, May 12, 2003. Ms. Hruby made a motion to amend Article 4 by making an immediate 10% reduction in department head salaries (listed on Page 10 of the Annual Town Meeting Warrant). Town Counsel ruled that this motion was out of order as the department heads are all under contract and it is not possible to decrease the salaries that have already been set in contracts. Ms. Neville made a motion to move the question. This motion carried. On Ms. Gephart's motion, the Town did vote, unanimously, to amend the Town of Boxborough Personnel Administration Plan and Schedules A & B, as printed in the warrant under Article 4.

#### **ARTICLE 5 TOWN OPERATING BUDGET**

(Majority vote required)

To see what sums of money the Town will appropriate and raise by taxation or otherwise for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2003 provided that the Town has first voted by ballot at the municipal election to assess an additional Seven Hundred Twenty-Five Thousand Dollars (\$725,000) in real estate and personal property taxes for the purposes of funding and operating budgets of the Town and Public Schools for the fiscal year beginning July first two thousand and three (7/1/03); or take any other action relative thereto.

#### **The Finance Committee recommends unanimously.**

The operating budget categories and sums presented here represent the funds necessary for the Town to execute governmental, financial, public safety, education and maintenance functions provided to all Boxborough citizens. The tax rate implications and tradeoffs of the Town operating budget are described in detail in the Finance Committee Report at the end of the warrant.

The salaries and wages for both union and non-union employees (excluding all School employees) are commensurate with the amounts found in "Compensation of Positions FY2004 Schedule B" of the Personnel Administration Plan, as reproduced under Article 4 above.

## FY 2004 BUDGET SUMMARY

Account Name	FY 01 Actual	FY 02 Budget	FY 02 Actual	FY 03 Budget	FY04 Proposed	\$ Change	% Change	Comments
114 Total Salaries - Moderator	75	125	75	125	125	0	0.00%	
114 Total Other Expenses - Moderator	0	0	0	0	0	0	0.00%	
114 Total Moderator Expenses	75	125	75	125	125	0	0.00%	\$25 per meeting
119 Total Salaries - Town Constable	0	294	36	0	0	0	0.00%	
119 Total Other Expenses - Town Constable	242	6	40	300	235	-65	-21.67%	
119 Total Constable Expenses	242	300	76	300	235	-65	-21.67%	\$3/Warrant/Location
122 Total Salaries - Selectman	2,051	2,000	2,000	2,000	2,000	0	0.00%	\$400 per year
122 Total Other Expenses - Selectman	4,173	24,165	20,028	14,165	9,240	-4,925	-34.77%	Reductions in Consulting &
122 Total Selectman Expenses	6,223	26,165	22,028	16,165	11,240	-4,925	-30.47%	Appreciation Events
123 Total Salaries - Town Administrator	98,460	118,615	117,762	125,184	132,724	7,540	6.02%	Contracted Increase
123 Total Other Expenses- Town Administrator	0	4,800	4,800	4,800	4,800	0	0.00%	
123 Total Expenses - Town Administrator	98,460	123,415	122,562	129,984	137,524	7,540	5.80%	
131 Total Salaries - Finance Committee	0	0	0	0	0	0	0.00%	
131 Total Other Expenses- Finance Committee	327	452	452	450	450	0	0.00%	
131 Total Expenses - Finance Committee	327	452	452	450	450	0	0.00%	
135 Total Salaries - Accountant	50,735	25,854	25,854	49,708	45,051	-4,657	-9.37%	New Accountant Hired
135 Total Other Expenses- Accountant	12,192	52,035	49,705	23,225	21,940	-1,285	-5.53%	Reduction in Software Fees
135 Total Expenses - Accountant	62,927	77,889	75,559	72,933	66,991	-5,942	-8.15%	
141 Total Salaries - Assessor	65,751	52,828	44,695	47,325	50,941	3,616	7.64%	Contracted Increase
141 Total Other Expenses-Assessor	6,657	21,430	17,865	11,245	12,055	810	7.20%	Personal Property Software
141 Total Expenses - Assessor	72,408	74,258	62,560	58,570	62,996	4,426	7.56%	
145 Total Salaries - Treasurer	52,926	50,369	50,369	52,528	55,630	3,102	5.91%	Schedule B + Certification Stipend
145 Total Other Expenses-Treasurer	15,581	33,770	23,774	67,700	19,600	-48,100	-71.05%	Revised Bonding Strategy,
145 Total Expenses - Treasurer	68,508	84,139	74,143	120,228	75,230	-44,998	-37.43%	No Loan Cert. Fees Until FY '05
146 Total Salaries - Tax Collector	46,082	43,257	43,257	45,420	48,237	2,817	6.20%	Article 3 Salary Plus Cert. Stipend
146 Total Other Expenses-Tax Collector	14,489	20,935	15,564	16,256	15,956	-300	-1.85%	
146 Total Expenses - Tax Collector	60,571	64,192	58,821	61,676	64,193	2,517	4.08%	

Account Name	FY 01 Actual	FY 02 Budget	FY 02 Actual	FY 03 Budget	FY04 Proposed	\$ Change	% Change	Comments
151 Total Salaries - Legal	0	0	0	0	0	0	0.00%	Close Out of Cases
151 Total Other Expenses-Legal	77,354	109,530	108,449	75,000	64,000	-11,000	-14.67%	Review of Needs/Bills
151 Total Expenses - Legal	77,354	109,530	108,449	75,000	64,000	-11,000	-14.67%	
152 Total Salaries - Personnel Board	0	0	0	0	0	0	0.00%	
152 Total Other Expenses-Personnel Board	195	500	253	350	330	-20	-5.71%	
152 Total Expenses - Personal Board	195	500	253	350	330	-20	-5.71%	
161 Total Salaries - Town Clerk	42,805	28,174	28,174	29,583	30,766	1,183	4.00%	Article 3 Salary
161 Total Other Expenses-Town Clerk	2,853	4,800	1,986	2,775	2,050	-725	-26.13%	Reduced Postage, Supplies, Software
161 Total Expenses - Town Clerk	45,658	32,974	30,159	32,358	32,816	458	1.42%	
162 Total Salaries - Elect & Regist	3,372	2,120	2,043	4,001	2,905	-1,096	-27.39%	
162 Total Other Elect & Regist	3,594	4,530	2,165	3,689	3,645	-44	-1.19%	
162 Total Expenses - Elect & Regist	6,967	6,650	4,208	7,690	6,550	-1,140	-14.82%	
171 Total Salaries - Conservation Comm	10,556	0	0	0	15,600	15,600	0.00%	Add Conservation Agent 15 hr/wk
171 Total Other - Conservation Comm	1,325	2,089	1,379	2,000	1,650	-350	-17.50%	
171 Total Expenses - Conservation Comm	11,881	2,089	1,379	2,000	17,250	15,250	762.50%	
175 Total Salaries - Planning Board	58,853	50,633	50,608	52,010	54,069	2,059	3.96%	Contracted Increase
175 Total Other - Planning Board	5,231	7,356	6,393	6,221	6,221	0	0.00%	
175 Total Expenses - Planning Board	64,084	57,989	57,001	58,231	60,290	2,059	3.54%	
176 Total Salaries - Zoning Board	10,556	0	0	0	0	0	0.00%	
176 Total Other - Zoning Board	51	335	298	335	335	0	0.00%	
176 Total Expenses - Zoning Board	10,607	335	298	335	335	0	0.00%	
177 Total Salaries - Housing Board		0	0	0	0	0	0.00%	Administer Condo Exchange Program
177 Total Other - Housing Board		0	0	0	12,900	12,900	0.00%	Engineering and ParaProfessional Services
177 Total Expenses - Housing Board		0	0	0	12,900	12,900	0.00%	
192 Total Salaries - Town Hall	73,893	199,625	180,876	198,390	209,391	11,001	5.55%	Contracted Increases & Temp. Custodian
192 Total Other - Town Hall	60,725	98,930	70,938	104,565	85,220	-19,345	-18.50%	Reduction in Network Admin. & Conferences
Total Expenses - Town Hall	134,617	298,555	251,813	302,955	294,611	-8,344	-2.75%	



Account Name	FY 01 Actual	FY 02 Budget	FY 02 Actual	FY 03 Budget	FY04 Proposed	\$ Change	% Change	Comments
100 Total Town Government - Salaries	516,115	573,894	545,748	606,274	647,439	41,165	6.79%	
100 Total Town Government - Other Expenses	204,989	385,662	324,089	333,076	260,627	-72,449	-21.75%	
100 Total Town Gov. - Total Expenses	721,104	959,556	869,837	939,350	908,066	-31,284	-3.33%	
210 Total Salaries - Police	537,893	621,598	617,839	685,753	738,420	52,667	7.68%	Contracted Increases
210 Total Other - Police	125,625	173,250	173,052	91,384	128,203	36,819	40.29%	Skewed by No Cruiser Purchase in FY '03
210 Total Expenses - Police	663,518	794,848	790,891	777,137	866,623	89,486	11.51%	
220 Total Salaries - Fire	413,968	478,908	433,761	494,157	484,019	-10,138	-2.05%	Reduced Call Firefighter Wages
220 Total Other - Fire	57,881	50,850	40,374	50,850	60,000	9,150	17.99%	Ambulance Expenses Accounted Here, then
220 Total Expenses - Fire	471,849	529,758	474,135	545,007	544,019	-988	-0.18%	Reimbursed by Ambulance Fees
221 Total Salaries - Dispatch	0	179,927	150,821	179,613	184,536	4,923	2.74%	Per Contract Agreement
221 Total Other - Dispatch	0	21,888	15,698	27,138	25,638	-1,500	-5.53%	
221 Total Expenses - Dispatch	0	201,815	166,519	206,751	210,174	3,423	1.66%	
241 Total Salaries - Building Insp	61,290	45,180	45,179	48,070	0	-48,070	-100.00%	Position Changed, Covered by Contracted
241 Total Other - Building Insp	7,266	8,277	8,419	4,050	47,050	43,000	1061.73%	Services While Evaluating Needs
241 Total Expenses - Building Insp	68,556	53,457	53,598	52,120	47,050	-5,070	-9.73%	
249 Total Salaries - Asst Building Insp	2,831	6,500	5,802	6,500	0	-6,500	-100.00%	Position Changed, Covered by Contracted
249 Total Other - Asst Building Insp	0	250	0	250	0	-250	-100.00%	Building Inspector Services
249 Total Expenses - Asst Building Insp	2,831	6,750	5,802	6,750	0	-6,750	-100.00%	
291 Total Salaries - Civil Defense	0	0	0	0	0	0	0.00%	
291 Total Other - Civil Defense	50	500	72	2,500	2,500	0	0.00%	Emergency Planning Costs
291 Total Expenses - Civil Defense	50	500	72	2,500	2,500	0	0.00%	
292 Total Salaries - Dog Officer	8,170	8,379	8,160	8,608	8,944	336	3.90%	Contracted Increase
292 Total Other - Dog Officer	1,743	2,670	1,376	2,470	1,765	-705	-28.54%	Reduction in Facility Rental
292 Total Expenses - Dog Officer	9,913	11,049	9,537	11,078	10,709	-369	-3.34%	
299 Total Salaries - Field Driver	35	40	240	40	40	0	0.00%	
299 Total Other - Field Driver	0	25	5	25	25	0	0.00%	
299 Total Expenses - Field Driver	35	65	245	65	65	0	0.00%	

	Account Name	FY 01 Actual	FY 02 Budget	FY 02 Actual	FY 03 Budget	FY04 Proposed	\$ Change	% Change	Comments
200	Total Salaries - Protection	1,024,187	1,340,532	1,261,801	1,422,741	1,415,958	-6,783	-0.48%	
200	Total Other - Protection	192,564	257,710	238,997	178,667	265,181	86,514	48.42%	
200	Total Expenses - Protection	1,216,751	1,598,242	1,500,799	1,601,408	1,681,140	79,732	4.98%	
300	Total Expenses - Blanchard School	3,827,323	4,328,897	4,290,941	4,745,871	4,925,633	179,762	3.79%	
310	Total Expenses - Minuteman Vocational HS	145,830	141,048	141,048	204,165	232,502	28,337	13.88%	
320	Total Expenses - A/B RHS Assessment	2,791,547	3,332,201	3,332,201	3,607,454	4,326,696	719,242	19.94%	Due to both Increased Costs (75%) and increased Enrollment (25%)
300	Total Expenses - Education	6,764,700	7,802,146	7,764,190	8,557,490	9,484,831	927,341	10.84%	
422	Total Salaries - Public Works	211,045	239,220	238,748	254,172	305,013	50,841	20.00%	Transfer Station & Recycling Added to Public Works Reduced Transfer Station Tonnage/Tip Fees
422	Total Other - Public Works	260,786	326,788	251,976	285,845	233,233	-52,612	-18.41%	
422	Total Expenses - Public Works	471,831	566,008	490,724	540,017	538,246	-1,771	-0.33%	
423	Total Salaries - Snow & Ice	35,480	33,306	17,156	33,306	33,306	0	0.00%	Increased Sand/Salt Expense
423	Total Other - Snow & Ice	39,773	34,601	34,258	30,670	32,000	1,330	4.34%	
423	Total Expenses - Snow & Ice	75,254	67,907	51,414	63,976	65,306	1,330	2.08%	
424	Total Salaries - Street Lighting	0	0	0	0	0	0	0.00%	
424	Total Other - Street Lighting	1,967	2,400	2,384	2,850	2,950	100	3.51%	
424	Total Expenses - Street Lighting	1,967	2,400	2,384	2,850	2,950	100	3.51%	
429	Total Salaries - Fuel	0	0	0	0	0	0	0.00%	
429	Total Other - Fuel	30,951	32,767	24,194	32,767	32,767	0	0.00%	
429	Total Expenses - Fuel	30,951	32,767	24,194	32,767	32,767	0	0.00%	
431	Total Salaries - Hazardous Waste Coll	0	0	0	0	0	0	0.00%	
431	Total Other - Hazardous Waste Coll	0	10,396	24,705	10,396	13,950	3,554	34.19%	Increased Usage Experience, \$ per Car
431	Total Expenses - Hazardous Waste Coll	0	10,396	24,705	10,396	13,950	3,554	34.19%	
491	Total Salaries - Cemetery	7,048	7,546	6,880	7,541	7,807	266	3.53%	Schedule B Salary
491	Total Other - Cemetery	1,884	1,450	1,076	1,450	1,450	0	0.00%	
491	Total Expenses - Cemetery	8,932	8,996	7,956	8,991	9,257	266	2.96%	

	<b>Account Name</b>	<b>FY 01 Actual</b>	<b>FY 02 Budget</b>	<b>FY 02 Actual</b>	<b>FY 03 Budget</b>	<b>FY04 Proposed</b>	<b>\$ Change</b>	<b>% Change</b>	<b>Comments</b>
400	Total Salaries-Public Works & Facilities	253,573	280,072	262,784	295,019	346,127	51,108	17.32%	
400	Total - OtherPublic Works & Facilities	335,361	408,402	338,594	363,978	316,350	-47,628	-13.09%	
400	Total Exp.-Public Works - Facilities	588,934	688,474	601,377	658,997	662,477	3,480	0.53%	
510	Total Salaries - Landfill Monitoring	0	0	0	0	0	0	0.00%	
510	Total Other - Landfill Monitoring	0	7,000	5,301	7,000	5,500	-1,500	-21.43%	Recent Year's Experience
510	Total Expenses - Landfill Monitoring	0	7,000	5,301	7,000	5,500	-1,500	-21.43%	
511	Total Salaries - Board of Health	10,192	500	500	501	501	0	0.00%	
511	Total Other - Board of Health	1,138	2,755	298	4,665	5,265	600	12.86%	Increased Consulting
511	Total Expenses - Board of Health	11,329	3,255	798	5,166	5,766	600	11.61%	
519	Total Salaries - Environmental Svcs	0	0	0	0	0	0	0.00%	
519	Total Other - Environmental Svcs	8,895	9,073	9,073	9,073	9,073	0	0.00%	
519	Total Expenses - Environmental Services	8,895	9,073	9,073	9,073	9,073	0	0.00%	
521	Total Salaries - Family Services	0	0	0	0	0	0	0.00%	
521	Total Other - Family Services	4,000	4,000	4,000	4,000	4,000	0	0.00%	
521	Total Expenses - Family Services	4,000	4,000	4,000	4,000	4,000	0	0.00%	
522	Total Salaries - Nursing Services	0	0	0	0	0	0	0.00%	
522	Total Other - Nursing Services	2,191	2,235	2,236	2,325	2,325	0	0.00%	
522	Total Expenses - Nursing Services	2,191	2,235	2,236	2,325	2,325	0	0.00%	
523	Total Salaries - Human Services	0	0	0	0	0	0	0.00%	
523	Total Other - Human Services	7,000	7,000	7,000	7,000	7,000	0	0.00%	
523	Total Expense - Human Services	7,000	7,000	7,000	7,000	7,000	0	0.00%	
541	Total Salaries - Council on Aging	11,016	14,092	11,745	20,505	22,065	1,560	7.61%	Contracted Increase
541	Total Other - Council on Aging	1,132	1,580	1,113	3,435	3,435	0	0.00%	
541	Total Expenses - Council on Aging	12,148	15,672	12,858	23,940	25,500	1,560	6.52%	
543	Total Salaries - Veterans	0	550	0	50	50	0	0.00%	
543	Total Other - Veterans	277	250	79	250	250	0	0.00%	
543	Total Expenses - Veterans	277	800	79	300	300	0	0.00%	
599	Total Salaries - Inspect of Animals	700	733	733	753	783	30	3.98%	

Account Name		FY 01 Actual	FY 02 Budget	FY 02 Actual	FY 03 Budget	FY04 Proposed	\$ Change	% Change	Comments
599	Total Other - Inspect of Animals	0	600	498	600	600	0	0.00%	
599	Total Expenses - Inspect of Animals	700	1,333	1,231	1,353	1,383	30	2.22%	
600	Total Salaries-Animal Control Officer	1,587	1,988	1,988	2,044	2,126	82	4.01%	
600	Total Other-Animal Control Officer	0	0	0	300	300	0	0.00%	
600	Total Expenses-Animal Control Officer	1,587	1,988	1,988	2,344	2,426	82	3.50%	
500/ 600	Total Salaries-Health Services	23,495	17,863	14,966	23,853	25,525	1,672	7.01%	
500/ 600	Total - Other - Health Services	24,632	34,493	29,597	38,648	37,748	-900	-2.33%	
500/ 600	Total Expenses-Health Services	48,127	52,356	44,564	62,501	63,273	772	1.24%	
610	Total Salaries - Library	53,808	81,747	74,329	85,810	89,683	3,873	4.51%	Schedule B Salaries Consortium Dues Increase
610	Total Other - Library	34,727	57,984	56,661	39,819	41,003	1,184	2.97%	
610	Total Expenses - Library	88,536	139,731	130,990	125,629	130,686	5,057	4.03%	
630	Total Salaries - Recreation Comm	12,976	15,000	14,978	19,745	20,665	920	4.66%	Electricity for Irrigation Liberty Fields
630	Total Other - Recreation Comm	4,716	7,030	7,188	10,550	12,450	1,900	18.01%	
630	Total Expenses - Recreation Comm	17,692	22,030	22,166	30,295	33,115	2,820	9.31%	
691	Total Salaries - Historical Comm	0	0	0	0	0	0	0.00%	
691	Total Other - Historical Comm	44	600	23	450	450	0	0.00%	
691	Total Expenses - Historical Comm	44	600	23	450	450	0	0.00%	
692	Total Salaries - Public celebration	0	0	0	0	0	0	0.00%	
692	Total Other - Public Celebration	746	1,335	687	1,000	700	-300	-30.00%	
692	Total Expenses - Public Celebration	746	1,335	687	1,000	700	-300	-30.00%	
693	Total Salaries - Steele Farm	0	0	0	0	0	0	0.00%	
693	Total Other - Steele Farm	0	10,146	155	2,090	1,290	-800	-38.28%	
693	Total Expenses - Steele Farm	0	10,146	155	2,090	1,290	-800	-38.28%	
699	Total Salaries - A/B Cultural Cncl	0	0	0	0	0	0	0.00%	
699	Total Other - A/B Cultural Council	955	1,000	1,000	1,000	1,000	0	0.00%	
699	Total Expenses - A/B Cultural Cncl	955	1,000	1,000	1,000	1,000	0	0.00%	

Account Name		FY 01 Actual	FY 02 Budget	FY 02 Actual	FY 03 Budget	FY04 Proposed	\$ Change	% Change	Comments
600	Total Salaries - Culture & Recreation	66,784	96,747	89,307	105,555	110,348	4,793	4.54%	
600	Total Other- Culture & Recreation	41,189	78,095	65,715	54,909	56,893	1,984	3.61%	
600	Total Expenses - Culture & Recreation	107,973	174,842	155,023	160,464	167,241	6,777	4.22%	
710	Total Salaries - Maturing Debt Principal	0	0	0	0	0	0	0.00%	
710	Total Other - Maturing Debt Principal	1,053,000	889,000	889,000	909,512	857,684	-51,828	-5.70%	
710	Total Expenses-Maturing Debt Principal	1,053,000	889,000	889,000	909,512	857,684	-51,828	-5.70%	
751	Total Salaries - Maturing Debt Interest	0	0	0	0	0	0	0.00%	
751	Total Other - Maturing Debt Interest	489,046	399,589	395,787	514,429	562,368	47,939	9.32%	
751	Total Expenses - Maturing Debt Interest	489,046	399,589	395,787	514,429	562,368	47,939	9.32%	
700	Total Salaries - Debt Service	0	0	0	0	0	0	0.00%	
700	Total Other - Debt Service	1,542,046	1,288,589	1,284,787	1,423,941	1,420,052	-3,889	-0.27%	
700	Total Expenses - Debt Service	1,542,046	1,288,589	1,284,787	1,423,941	1,420,052	-3,889	-0.27%	
830	Total Salaries - County Ret. Assessment	0	0	0	0	0	0	0.00%	
830	Total Other - County Ret Assessment	162,259	170,634	170,634	193,272	232,331	39,059	20.21%	
830	Total Expenses - County Ret Assessment	162,259	170,634	170,634	193,272	232,331	39,059	20.21%	
912	Total Salaries - Other Benefit Insurance	0	0	0	0	0	0	0.00%	
912	Total Other - Other Benefit Insurance	36,873	42,700	35,802	42,433	39,030	-3,403	-8.02%	
912	Total Expenses - Other Benefit Insurance	36,873	42,700	35,802	42,433	39,030	-3,403	-8.02%	
913	Total Salaries - Deferred Comp	0	0	0	0	0	0	0.00%	
913	Total Other - Deferred Comp	463	6,000	0	900	500	-400	-44.44%	
913	Total Expenses - Deferred Compensation	463	6,000	0	900	500	-400	-44.44%	

Account Name	FY 01 Actual	FY 02 Budget	FY 02 Actual	FY 03 Budget	FY04 Proposed	\$ Change	% Change	Comments
914 Total Salaries - FICA	0	0	0	0	0	0	0.00%	
914 Total Other - FICA	21,775	22,400	22,171	22,500	22,500	0	0.00%	
914 Total Expenses - FICA	21,775	22,400	22,171	22,500	22,500	0	0.00%	
915 Total Salaries - Med, Life, LTD Insurance	0	0	0	0	0	0	0.00%	
915 Total Other - Med, Life, LTD Insurance	545,330	661,686	658,108	709,011	838,187	129,176	18.22%	
915 Total Expenses - Med, Life, LTD Insurance	545,330	661,686	658,108	709,011	838,187	129,176	18.22%	
945 Total Salaries -Liability Insurance	0	0	0	0	0	0	0.00%	
945 Total Other - Liability Insurance	43,365	59,171	59,120	77,842	80,000	2,158	2.77%	
945 Total Expenses - Liability Insurance	43,365	59,171	59,120	77,842	80,000	2,158	2.77%	
900 Total Salaries - Employee Benefits	0	0	0	0	0	0	0.00%	These Costs Fluctuate with Employees Driven by Large Increase in Health Insurance
900 Total Other- Employee Benefits	810,065	962,591	945,835	1,045,958	1,212,548	166,590	15.93%	
900 Total Expenses- Employee Benefits	810,065	962,591	945,835	1,045,958	1,212,548	166,590	15.93%	
820 Total Salaries - Cherry Sheet Assessment	0	0	0	0	0	0	0.00%	
820 Total Other - Cherry Sheet Assessment	21,653	36,488	42,338	0	62,034	62,034	0.00%	
820 Total Expenses-Cherry Sheet Assessment	21,653	36,488	42,338	0	62,034	62,034	0.00%	
131 Reserve Fund -	103,929	135,000	120,313	146,000	146,000	0	0.00%	

## SUMMARY BY CATEGORIES

### SALARIES

Town Government	516,115	573,894	545,748	606,274	647,439	41,165	6.79%
Protection	1,024,187	1,340,532	1,261,801	1,422,741	1,415,958	-6,783	-0.48%
Public Works & Facilities	253,573	280,072	262,784	295,019	346,127	51,108	17.32%
Health Services	23,495	17,863	14,966	23,853	25,525	1,672	7.01%
Cultural & Recreation	66,784	96,747	89,307	105,555	110,348	4,793	4.54%
Total Town Salaries	1,884,153	2,309,108	2,174,607	2,453,442	2,545,398	91,956	3.75%

Account Name	FY 01 Actual	FY 02 Budget	FY 02 Actual	FY 03 Budget	FY04 Proposed	\$ Change	% Change	Comments
<b><u>OTHER EXPENSES</u></b>								
Town Government	204,989	385,662	324,089	333,076	260,627	-72,449	-21.75%	
Protection	192,564	257,710	238,997	178,667	265,181	86,514	48.42%	
Public Works & Facilities	335,361	408,402	338,594	363,978	316,350	-47,628	-13.09%	
Health Services	24,632	34,493	29,597	38,648	37,748	-900	-2.33%	
Cultural & Recreation	41,189	78,095	65,715	54,909	56,893	1,984	3.61%	
Total Town	798,735	1,164,362	996,993	969,278	936,799	-32,479	-3.35%	
Total Education	6,764,700	7,802,146	7,764,190	8,557,490	9,484,831	927,341	10.84%	
Employee Benefits	810,065	962,591	945,835	1,045,958	1,212,548	166,590	15.93%	
Debt Service	1,542,046	1,288,589	1,284,787	1,423,941	1,420,052	-3,889	-0.27%	
Reserve Fund	103,929	135,000	120,313	146,000	146,000	0	0.00%	
<b>TOTAL OTHER EXPENSES</b>	10,019,475	11,352,688	11,112,118	12,142,667	13,200,231	1,057,564	8.71%	
<b>TOTAL EXPENSES</b>								
Town Government	721,104	959,556	869,837	939,350	908,066	-31,284	-3.33%	
Protection	1,216,751	1,598,242	1,500,799	1,601,408	1,681,140	79,732	4.98%	
Public Works & Facilities	588,934	688,474	601,377	658,997	662,477	3,480	0.53%	
Health Services	48,127	52,356	44,564	62,501	63,273	772	1.24%	
Cultural & Recreation	107,973	174,842	155,023	160,464	167,241	6,777	4.22%	
Total Town	2,682,888	3,473,470	3,171,599	3,422,720	3,482,197	59,477	1.74%	
Total Education	6,764,700	7,802,146	7,764,190	8,557,490	9,484,831	927,341	10.84%	
Employee Benefits	810,065	962,591	945,835	1,045,958	1,212,548	166,590	15.93%	
Debt Service	1,542,046	1,288,589	1,284,787	1,423,941	1,420,052	-3,889	-0.27%	
Reserve Fund	103,929	135,000	120,313	146,000	146,000	0	0.00%	
<b>TOTAL EXPENSES</b>	11,903,628	13,661,796	13,286,724	14,596,109	15,745,628	1,149,519	7.88%	

ACTION ON ARTICLE 5, May 12th and 13th, 2003. On May 12th Mr. Gorman made a motion that the Town appropriate the sum of

\$15,709,100

for the operations and expenses of the Town during the fiscal year beginning July 1, 2003, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the warrant, under the heading FY' 04 Proposed, except for

Department #310, Minuteman Vocational High School, \$232,502, is decreased to \$195,973, and such amount is based on a Regional School District budget of \$15,443,465, as reduced by its current estimate of State Aid provided, however, that all State Aid received above the current estimate shall be used to reduce the FY '04 assessment and further that any increase in the amount to be raised by assessment on the Town shall require approval by a subsequent Town Meeting for a net decrease of \$36,529.

and to meet this appropriation that	\$12,252,537	be raised by taxation, provided that the Town has first voted by ballot at the municipal election to assess an additional Seven Hundred Twenty Five Thousand Dollars (\$725,000) in real estate and personal property taxes for the purposes of funding the operation budgets of the Town and Public Schools for the fiscal year beginning July first two thousand and three (7/1/03)
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that estimated Cherry Sheet Aid of	\$1,660,649	
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and estimated local receipts of	\$1,135,496	be applied against this appropriation,
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that	\$15,666.65	be transferred from the closing out of old articles as printed in the warrant under Article 6
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that	\$150,000	be transferred from overlay surplus
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that	\$209,160	be transferred from the ambulance fund
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and that an amount of	\$285,591.35	or any lesser amount be transferred from Free Cash.
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Richard Small read a report advocating for the Override followed by a report by Kathleen Vorce against the Override. Mr. Wagg made a motion to accept the "A" Budget this year; then form a committee to see how we can address the budget in a more efficient manner next year. He then withdrew this motion. Mr. Duncan Brown gave an overview of the Boxborough Business Association's concern if the override should pass. Ms. Kangas made a motion to go through the budget by the hundreds. This motion failed.

A motion was made to table Article 5 until Tuesday, May 13<sup>th</sup>. This motion carried.

The first session of this Town Meeting was adjourned at 11 p.m. and reconvened at 7:30 on May 13th.

Mr. Brown called the meeting to order at 7:30 p.m. with an attendance of 324. Ms. Hilberg made a motion to take Article 5 off the table. This motion carried.

Mr. Kicelemos made a motion to reduce Line Item 123--Total Salaries-Town Administrator FY'04 proposed be reduced to the FY'03 rate of \$125,184 for Total Salaries-Town Administrator; \$4,800 Total Other Expenses for a



Total Expenses-Town Administrator of \$129,984. Mr. Follett made a motion to move the question. This motion carried. Mr. Kicelemos's motion did not carry. Owen Neville made a motion to reduce Line Item 171 from \$15,000 to "0". Ms. Golden stated that Pat White has left after serving for many years with a great deal of experience, and that there was a time limit on all projects. If we don't have the help than we won't be doing our jobs. After some discussion, Bev Lessard made a motion to move the question. This motion carried. Mr. Neville's motion did not carry. Leslie Hruby made a motion to postpone consideration of Article 5 until Thursday, May 22, 2003, and to direct the Finance Committee, in consultation with the Board of Selectmen, to return with a proposed revised budget reducing the total appropriation under Article 5 by \$725,000 for consideration by Town Meeting. Scott Apgar made a motion to move the question. This motion carried. Ms. Hruby's motion did not carry.

A motion was made by Sue Ruethers to vote on Article 5. This motion carried by a vote of 213 in favor; 48 opposed. Article 5 carried.

The second session of this meeting adjourned at 10:30 p.m. and reconvened at 7:35 p.m. on Thursday, May 15th. The articles that were voted on May 15th were Articles 22, 23, 24, 25, 26, 27 and 29. In this report, they are listed in numerical order.

The fourth session of this meeting was called at 7:30 p.m. with 254 voters in attendance.

Ms. Neville made a motion to reconsider Article 5. This motion carried.

ACTION ON ARTICLE 5, May 22nd, 2003. There was a lot of discussion as to the effects of the failure of the 2 \_ override. Mr. Rudolph made a motion to amend the budget by adding \$40.00 to Line Item 299 (Field Drivers Salary), and subtract it from Line item 122 (Selectmen's Expenses). Mr. Neville made a motion to strike "subtract from Line item 122 (Selectmen's Expenses). Mr. Apgar made a motion to move the question. Mr. Neville's motion did not carry. Mr. Rudolph's motion carried. Mr. Follett made a motion to amend Line item 300 (Blanchard School) as follows: "that the total expenses for Blanchard School be increased by the amount of \$452,860 for a total appropriation of \$4,925,633.00 contingent on the passage of a Proposition 2 \_ override vote, and that if the override does not pass by September 15, 2003, that Line item 300 be reduced to \$4,472,774". Ms. Kangas asked where the money for another election would come from and Ms. Hilberg stated that the Selectmen would not call another election. Ms. Golden made a motion to move the question. This motion carried. Mr. Follett's motion did not carry.

Ms. Kangas made a motion to decrease Line item 320 (A/B Regional School) by \$525,882.00 from \$4,326,696 to \$3,800,814.00. Mr. Fallon stated that the increase in the A/B contracts were up only 3.6%. The large increases were in medical insurance and Special Ed over which they have no control. Ms Golden made a motion to move the question. This motion carried. Ms. Kangas's motion did not carry. Trina Toups made a motion to increase Line Item 300 (Blanchard Memorial School) by \$70,000.00 to an amount of \$4,542,774.00; said \$70,000 to be appropriated from FREE CASH. Ms. Neville stated that the School Committee does not recommend this motion, as we will need the money next year. Cliff Perry said that he thinks that we are paying too much per pupil (8,092) if "A" budget passed. This is more than we pay at the region. Mr. Rudolph stated that we lack the ability to afford this motion. Mr. Moss made a motion to move the question. This motion carried. This motion carried by a vote of 107 in favor; 86 opposed. Ms Ruether made a motion to amend by increasing Line Item 300 (Blanchard Memorial School budget) from \$4,542,774 to \$4,559,774, the \$17,000.00 increase being appropriated from FREE CASH. Lauren Grady made a motion to move the question. This motion carried. Ms. Ruether's motion failed by a vote of 70 in favor; 102 opposed.

Action on Article 5 was tabled until Thursday, May 27<sup>th</sup> with a motion from Mr. Wheeler to continue this meeting to Thursday, May 27th. This motion carried.

The fourth session of this meeting adjourned at 11:05 p.m. and reconvened at 7:30 p.m. on May 27th with an attendance of 172. On a motion by Mr. Wheeler, Article 5 was taken off the table.

<b>REV 23</b>	<b><u>Account Name</u></b>	<b><u>FY 00</u></b>	<b><u>FY01</u></b>	<b><u>FY 01</u></b>	<b><u>FY 02</u></b>	<b><u>FY 02</u></b>	<b><u>FY 03</u></b>	<b><u>FY03</u></b>	<b><u>FY04</u></b>	<b><u>\$</u></b>	<b><u>%</u></b>
<b>05/22/03</b>		<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>April YTD</u></b>		<b><u>Change</u></b>	<b><u>Change</u></b>
114	Total Salaries - Moderator	125	125	75	125	75	125	0	75	-50	-40.00%
114	Total Other Expenses - Moderator	0	0	0	0	0	0	0	0	0	0.00%
114	Total Moderator Expenses	125	125	75	125	75	125	0	75	-50	-40.00%
119	Total Salaries - Town Constable	0	0	0	294	36	0	0	0	0	0.00%
119	Total Other Expenses - Town Constable	208	261	242	6	40	300	57	150	-150	-50.00%
119	Total Constable Expenses	208	261	242	300	76	300	57	150	-150	-50.00%
122	Total Salaries - Selectman	2,000	2,051	2,051	2,000	2,000	2,000	1,000	2,000	0	0.00%
122	Total Other Expenses - Selectman	1,163	18,900	4,173	24,165	20,028	14,165	3,607	2,190	-11,975	-84.54%
122	Total Selectman Expenses	3,163	20,951	6,223	26,165	22,028	16,165	4,607	4,190	-11,975	-74.08%
123	Total Salaries - Town Administrator	90,008	98,460	98,460	118,615	117,762	125,184	99,456	132,724	7,540	6.02%
123	Total Other Expenses- Town Administrator	0	0	0	4,800	4,800	4,800	4,000	4,800	0	0.00%
123	Total Expenses - Town Administrator	90,008	98,460	98,460	123,415	122,562	129,984	103,456	137,524	7,540	5.80%
131	Total Salaries - Finance Committee	0	0	0	0	0	0	0	0	0	0.00%
131	Total Other Expenses- Finance Committee	115	400	327	452	452	450	125	450	0	0.00%
131	Total Expenses - Finance Committee	115	400	327	452	452	450	125	450	0	0.00%
135	Total Salaries - Accountant	44,958	50,735	50,735	25,854	25,854	49,708	33,818	45,051	-4,657	-9.37%
135	Total Other Expenses- Accountant	10,983	12,480	12,192	52,035	49,705	23,225	16,254	20,340	-2,885	-12.42%
135	Total Expenses - Accountant	55,941	63,215	62,927	77,889	75,559	72,933	50,073	65,391	-7,542	-10.34%
141	Total Salaries - Assessor	70,371	66,004	65,751	52,828	44,695	47,325	38,237	50,941	3,616	7.64%
141	Total Other Expenses-Assessor	8,166	7,950	6,657	21,430	17,865	11,245	3,073	8,855	-2,390	-21.25%
141	Total Expenses - Assessor	78,537	73,954	72,408	74,258	62,560	58,570	41,310	59,796	1,226	2.09%
145	Total Salaries - Treasurer	40,506	52,926	52,926	50,369	50,369	53,528	43,437	55,630	2,102	3.93%
145	Total Other Expenses-Treasurer	20,171	18,470	15,581	33,770	23,774	66,700	16,147	18,500	-48,200	-72.26%
145	Total Expenses - Treasurer	60,677	71,396	68,508	84,139	74,143	120,228	59,584	74,130	-46,098	-38.34%
146	Total Salaries - Tax Collector	46,052	47,202	47,082	44,257	44,257	46,420	37,685	48,237	1,817	3.91%
146	Total Other Expenses-Tax Collector	11,286	14,385	13,489	19,935	14,564	15,256	11,286	13,439	-1,817	-11.91%
146	Total Expenses - Tax Collector	57,338	61,587	60,571	64,192	58,821	61,676	48,971	61,676	0	0.00%

REV 23	Account Name	<u>FY 00</u>	<u>FY01</u>	<u>FY 01</u>	<u>FY 02</u>	<u>FY 02</u>	<u>FY 03</u>	<u>FY03</u>	<u>FY04</u>	<u>\$</u>	<u>%</u>
05/22/03		<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>April YTD</u>		<u>Change</u>	<u>Change</u>
151	Total Salaries - Legal	0	0	0	0	0	0	0	0	0	0.00%
151	Total Other Expenses-Legal	53,907	80,000	77,354	109,530	108,449	75,000	60,463	64,000	-11,000	-14.67%
151	Total Expenses - Legal	53,907	80,000	77,354	109,530	108,449	75,000	60,463	64,000	-11,000	-14.67%
152	Total Salaries - Personnel Board	0	0	0	0	0	0	0	0	0	0.00%
152	Total Other Expenses-Personnel Board	180	200	195	500	253	350	290	330	-20	-5.71%
152	Total Expenses - Personal Board	180	200	195	500	253	350	290	330	-20	-5.71%
161	Total Salaries - Town Clerk	32,344	42,805	42,805	28,174	28,174	29,583	23,894	30,766	1,183	4.00%
161	Total Other Expenses-Town Clerk	2,529	5,279	2,853	4,800	1,986	2,775	646	1,592	-1,183	-42.63%
161	Total Expenses - Town Clerk	34,873	48,084	45,658	32,974	30,159	32,358	24,540	32,358	0	0.00%
162	Total Salaries - Elect & Regist	3,872	3,383	3,372	2,120	2,043	4,001	2,126	2,905	-1,096	-27.39%
162	Total Other Elect & Regist	2,347	3,756	3,594	4,530	2,165	3,689	4,090	3,645	-44	-1.19%
162	Total Expenses - Elect & Regist	6,219	7,139	6,967	6,650	4,208	7,690	6,216	6,550	-1,140	-14.82%
171	Total Salaries - Conservation Comm	9,819	11,284	10,556	0	0	0	0	0	0	0.00%
171	Total Other - Conservation Comm	1,401	2,066	1,325	2,089	1,379	2,000	1,199	1,650	-350	-17.50%
171	Total Expenses - Conservation Comm	11,219	13,350	11,881	2,089	1,379	2,000	1,199	1,650	-350	-17.50%
175	Total Salaries - Planning Board	56,800	58,997	58,853	50,633	50,608	52,010	41,853	54,069	2,059	3.96%
175	Total Other - Planning Board	6,212	6,374	5,231	7,356	6,393	6,221	5,074	4,162	-2,059	-33.10%
175	Total Expenses - Planning Board	63,012	65,371	64,084	57,989	57,001	58,231	46,926	58,231	0	0.00%
176	Total Salaries - Zoning Board	10,192	10,556	10,556	0	0	0	0	0	0	0.00%
176	Total Other - Zoning Board	158	340	51	335	298	335	73	335	0	0.00%
176	Total Expenses - Zoning Board	10,350	10,896	10,607	335	298	335	73	335	0	0.00%
177	Total Salaries - Housing Board				0	0	0	0	0	0	0.00%
177	Total Other - Housing Board				0	0	0	0	6,450	6,450	0.00%
177	Total Expenses - Housing Board				0	0	0	0	6,450	6,450	0.00%
192	Total Salaries - Town Hall	51,708	79,483	73,893	199,625	180,876	198,390	150,282	198,760	370	0.19%
192	Total Other - Town Hall	69,452	66,497	60,725	98,930	70,938	104,565	46,201	77,371	-27,194	-26.01%
	Total Expenses - Town Hall	121,160	145,980	134,617	298,555	251,813	302,955	196,483	276,131	-26,824	-8.85%

REV 23 05/22/03		<u>Account Name</u>	<u>FY 00</u> <u>Actual</u>	<u>FY01</u> <u>Budget</u>	<u>FY 01</u> <u>Actual</u>	<u>FY 02</u> <u>Budget</u>	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Budget</u>	<u>FY03</u> <u>April YTD</u>	<u>FY04</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
		Total Town Government - Salaries	458,754	524,011	517,115	574,894	546,748	608,274	471,787	621,158	12,884	2.12%
		Total Town Government - Other Expenses	188,277	237,358	203,989	384,662	323,089	331,076	172,586	228,259	-102,817	-31.06%
		Total Town Government - Total Expenses	647,031	761,369	721,104	959,556	869,837	939,350	644,373	849,417	-89,933	-9.57%
210		Total Salaries - Police	424,457	557,870	537,893	621,598	617,839	685,753	526,336	685,784	31	0.00%
210		Total Other - Police	158,946	162,275	125,625	173,250	173,052	91,384	59,441	91,328	-56	-0.06%
210		Total Expenses - Police	583,402	720,145	663,518	794,848	790,891	777,137	585,777	777,112	-25	0.00%
220		Total Salaries - Fire	393,497	414,009	413,968	478,908	433,761	494,157	344,628	475,775	-18,382	-3.72%
220		Total Other - Fire	84,022	70,383	57,881	50,850	40,374	50,850	42,611	53,020	2,170	4.27%
220		Total Expenses - Fire	477,519	484,392	471,849	529,758	474,135	545,007	387,240	528,795	-16,212	-2.97%
221		Total Salaries - Dispatch	0	0	0	179,927	150,821	179,613	118,491	187,451	7,838	4.36%
221		Total Other - Dispatch	0	0	0	21,888	15,698	27,138	19,436	19,300	-7,838	-28.88%
221		Total Expenses - Dispatch	0	0	0	201,815	166,519	206,751	137,927	206,751	0	0.00%
241		Total Salaries - Building Insp	46,994	61,664	61,290	45,180	45,179	48,070	20,337	0	-48,070	-100.00%
241		Total Other - Building Insp	2,880	7,304	7,266	8,277	8,419	4,050	17,647	39,900	35,850	885.19%
241		Total Expenses - Building Insp	49,874	68,968	68,556	53,457	53,598	52,120	37,984	39,900	-12,220	-23.45%
249		Total Salaries - Asst Building Insp	337	6,500	2,831	6,500	5,802	6,500	1,359	0	-6,500	-100.00%
249		Total Other - Asst Building Insp	0	0	0	250	0	250	0	0	-250	-100.00%
249		Total Expenses - Asst Building Insp	337	6,500	2,831	6,750	5,802	6,750	1,359	0	-6,750	-100.00%
291		Total Salaries - Civil Defense	0	0	0	0	0	0	0	0	0	0.00%
291		Total Other - Civil Defense	500	500	50	500	72	2,500	569	500	-2,000	-80.00%
291		Total Expenses - Civil Defense	500	500	50	500	72	2,500	569	500	-2,000	-80.00%
292		Total Salaries - Dog Officer	8,000	8,275	8,170	8,379	8,160	8,608	6,290	8,944	336	3.90%
292		Total Other - Dog Officer	1,235	1,743	1,743	2,670	1,376	2,470	1,144	1,765	-705	-28.54%
292		Total Expenses - Dog Officer	9,235	10,018	9,913	11,049	9,537	11,078	7,434	10,709	-369	-3.34%
299		Total Salaries - Field Driver	35	35	35	40	240	40	40	0	-40	-100.00%
299		Total Other - Field Driver	8	20	0	25	5	25	0	0	-25	-100.00%
299		Total Expenses - Field Driver	43	55	35	65	245	65	40	0	-65	-100.00%

REV 23	Account Name	<u>FY 00</u>	<u>FY01</u>	<u>FY 01</u>	<u>FY 02</u>	<u>FY 02</u>	<u>FY 03</u>	<u>FY03</u>	<u>FY04</u>	<u>\$</u>	<u>%</u>
05/22/03		<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>April YTD</u>		<u>Change</u>	<u>Change</u>
200	Tota Salaries - Protection	873,319	1,048,353	1,024,187	1,340,532	1,261,801	1,422,741	1,017,481	1,357,953	-64,788	-4.55%
200	Total Other - Protection	247,590	242,225	192,564	257,710	238,997	178,667	140,848	205,813	27,146	15.19%
200	Toatl Expenses - Protection	1,120,910	1,290,578	1,216,751	1,598,242	1,500,799	1,601,408	1,158,329	1,563,766	-37,642	-2.35%
300	Total Salaries - Blanchard School	2,231,475	2,692,346	2,709,115	2,936,542	2,917,093	3,064,526	2,256,523	3,061,449	-3,077	-0.10%
300	Total Other - School-Blanchard School	886,702	1,141,296	1,118,207	1,392,355	1,373,848	1,681,345	1,328,531	1,411,325	-270,020	-16.06%
300	Total Expenses - Blanchard School	3,118,176	3,833,642	3,827,323	4,328,897	4,290,941	4,745,871	3,585,054	4,472,774	-273,097	-5.75%
310	Total Salaries - Minuteman Vocational HS	0	0	0	0	0	0	0	0	0	0.00%
310	Total Other - Minuteman Vocational HS	113,327	145,830	145,830	141,048	141,048	204,165	204,165	195,973	-8,192	-4.01%
310	Total Expenses - Minuteman Vocational HS	113,327	145,830	145,830	141,048	141,048	204,165	204,165	195,973	-8,192	-4.01%
320	Total Salaries - A/B RHS Assessment	0	0	0	0	0	0	0	0	0	0.00%
320	Total Other - A/B RHS Assessment	2,580,565	2,791,547	2,791,547	3,332,201	3,332,201	3,607,454	3,022,950	4,326,696	719,242	19.94%
320	Total Expenses - A/B RHS Assessment	2,580,565	2,791,547	2,791,547	3,332,201	3,332,201	3,607,454	3,022,950	4,326,696	719,242	19.94%
	Total Salaries - Education	2,231,475	2,692,346	2,709,115	2,936,542	2,917,093	3,064,526	2,256,523	3,061,449	-3,077	-0.10%
	Total Other - Education	3,580,594	4,078,673	4,055,584	4,865,604	4,847,097	5,492,964	4,555,646	5,933,994	441,030	8.03%
	Total Expenses - Education	5,812,068	6,771,019	6,764,700	7,802,146	7,764,190	8,557,490	6,812,169	8,995,443	437,953	5.12%
422	Total Salaries - Public Works	192,357	212,837	211,045	239,220	238,748	254,172	200,136	274,520	20,348	8.01%
422	Total Other - Public Works	183,045	301,688	260,786	326,788	251,976	285,845	165,316	231,983	-53,862	-18.84%
422	Total Expenses - Public Works	375,402	514,525	471,831	566,008	490,724	540,017	365,451	506,503	-33,514	-6.21%
423	Total Salaries - Snow & Ice	10,680	35,480	35,480	33,306	17,156	33,306	41,138	33,306	0	0.00%
423	Total Other - Snow & Ice	22,026	39,773	39,773	34,601	34,258	30,670	58,547	32,000	1,330	4.34%
423	Total Expenses - Snow & Ice	32,705	75,254	75,254	67,907	51,414	63,976	99,684	65,306	1,330	2.08%
424	Total Salaries - Street Lighting	0	0	0	0	0	0	0	0	0	0.00%
424	Total Other - Street Lighting	2,060	2,400	1,967	2,400	2,384	2,850	2,995	2,950	100	3.51%
424	Total Expenses - Street Lighting	2,060	2,400	1,967	2,400	2,384	2,850	2,995	2,950	100	3.51%
429	Total Salaries - Fuel	0	0	0	0	0	0	0	0	0	0.00%
429	Total Other - Fuel	18,413	31,720	30,951	32,767	24,194	32,767	22,885	32,767	0	0.00%
429	Total Expenses - Fuel	18,413	31,720	30,951	32,767	24,194	32,767	22,885	32,767	0	0.00%

REV 23	Account Name	<u>FY 00</u>	<u>FY01</u>	<u>FY 01</u>	<u>FY 02</u>	<u>FY 02</u>	<u>FY 03</u>	<u>FY03</u>	<u>FY04</u>	\$	%
05/22/03		<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>April YTD</u>		<u>Change</u>	<u>Change</u>
431	Total Salaries - Hazardous Waste Coll	0	0	0	0	0	0	0	0	0	0.00%
431	Total Other - Hazardous Waste Coll	6,378	0	0	10,396	24,705	10,396	13,950	0	-10,396	-100.00%
431	Total Expenses - Hazardous Waste Coll	6,378	0	0	10,396	24,705	10,396	13,950	0	-10,396	-100.00%
491	Total Salaries - Cemetery	6,975	7,212	7,048	7,546	6,880	7,541	3,327	7,807	266	3.53%
491	Total Other - Cemetery	1,471	2,655	1,884	1,450	1,076	1,450	0	1,150	-300	-20.69%
491	Total Expenses - Cemetery	8,446	9,867	8,932	8,996	7,956	8,991	3,327	8,957	-34	-0.38%
	Total Salaries-Public Works & Facilities	210,012	255,530	253,573	280,072	262,784	295,019	244,600	315,633	20,614	6.99%
	Total - Other Public Works & Facilities	233,392	378,236	335,361	408,402	338,594	363,978	263,692	300,850	-63,128	-17.34%
	Total Expenses-Public Works - Facilities	443,404	633,766	588,934	688,474	601,377	658,997	508,293	616,483	-42,514	-6.45%
510	Total Salaries - Landfill Monitoring	0	0	0	0	0	0	0	0	0	0.00%
510	Total Other - Landfill Monitoring	6,084	7,000	0	7,000	5,301	7,000	3,977	5,500	-1,500	-21.43%
510	Total Expenses - Landfill Monitoring	6,084	7,000	0	7,000	5,301	7,000	3,977	5,500	-1,500	-21.43%
511	Total Salaries - Board of Health	9,601	10,192	10,192	500	500	501	250	501	0	0.00%
511	Total Other - Board of Health	722	2,705	1,138	2,755	298	4,665	1,269	1,765	-2,900	-62.17%
511	Total Expenses - Board of Health	10,323	12,897	11,329	3,255	798	5,166	1,519	2,266	-2,900	-56.14%
519	Total Salaries - Environmental Services	0	0	0	0	0	0	0	0	0	0.00%
519	Total Other - Environmental Services	8,895	8,895	8,895	9,073	9,073	9,073	9,073	9,073	0	0.00%
519	Total Expenses - Environmental Services	8,895	8,895	8,895	9,073	9,073	9,073	9,073	9,073	0	0.00%
521	Total Salaries - Family Services	0	0	0	0	0	0	0	0	0	0.00%
521	Total Other - Family Services	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	0	0.00%
521	Total Expenses - Family Services	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	0	0.00%
522	Total Salaries - Nursing Services	0	0	0	0	0	0	0	0	0	0.00%
522	Total Other - Nursing Services	2,191	2,191	2,191	2,235	2,236	2,325	2,325	2,325	0	0.00%
522	Total Expenses - Nursing Services	2,191	2,191	2,191	2,235	2,236	2,325	2,325	2,325	0	0.00%
523	Total Salaries - Mental Health Services	0	0	0	0	0	0	0	0	0	0.00%
523	Total Other - Mental Health Services	7,000	7,000	7,000	7,000	7,000	7,000	5,250	7,000	0	0.00%
523	Total Expenses - Mental Health Services	7,000	7,000	7,000	7,000	7,000	7,000	5,250	7,000	0	0.00%

REV 23	Account Name	<u>FY 00</u>	<u>FY01</u>	<u>FY 01</u>	<u>FY 02</u>	<u>FY 02</u>	<u>FY 03</u>	<u>FY03</u>	<u>FY04</u>	\$	%
05/22/03		<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>April YTD</u>		<u>Change</u>	<u>Change</u>
541	Total Salaries - Council on Aging	6,701	11,031	11,016	14,092	11,745	20,505	16,299	22,065	1,560	7.61%
541	Total Other - Council on Aging	713	1,170	1,132	1,580	1,113	3,435	2,441	2,785	-650	-18.92%
541	Total Expenses - Council on Aging	7,414	12,201	12,148	15,672	12,858	23,940	18,739	24,850	910	3.80%
543	Total Salaries - Veterans	0	0	0	550	0	50	0	50	0	0.00%
543	Total Other - Veterans	236	250	277	250	79	250	305	250	0	0.00%
543	Total Expenses - Veterans	236	250	277	800	79	300	305	300	0	0.00%
599	Total Salaries - Inspect of Animals	700	700	700	733	733	753	376	783	30	3.98%
599	Total Other - Inspect of Animals	0	0	0	600	498	600	404	0	-600	-100.00%
599	Total Expenses - Inspect of Animals	700	700	700	1,333	1,231	1,353	780	783	-570	-42.13%
600	Total Salaries - Animal Control Officer	625	1,900	1,587	1,988	1,988	2,044	1,022	2,126	82	4.01%
600	Total Other - Animal Control Officer	0	0	0	0	0	300	0	0	-300	-100.00%
600	Total Expenses - Animal Control Officer	625	1,900	1,587	1,988	1,988	2,344	1,022	2,126	-218	-9.30%
	Total Salaries-Health Services	17,627	23,823	23,495	17,863	14,966	23,853	17,946	25,525	1,672	7.01%
	Total - Other - Health Services	29,841	33,211	24,632	34,493	29,597	38,648	29,044	32,698	-5,950	-15.40%
	Total Expenses-Health Services	47,468	57,034	48,127	52,356	44,564	62,501	46,990	58,223	-4,278	-6.84%
610	Total Salaries - Library	52,564	72,761	53,808	81,747	74,329	85,810	62,913	86,308	498	0.58%
610	Total Other - Library	31,380	34,839	34,727	57,984	56,661	39,819	29,154	39,321	-498	-1.25%
610	Total Expenses - Library	83,944	107,600	88,536	139,731	130,990	125,629	92,067	125,629	0	0.00%
630	Total Salaries - Recreation Comm	11,613	14,900	12,976	15,000	14,978	19,745	18,448	20,665	920	4.66%
630	Total Other - Recreation Comm	4,285	5,300	4,716	7,030	7,188	10,550	5,305	9,629	-921	-8.73%
630	Total Expenses - Recreation Comm	15,898	20,200	17,692	22,030	22,166	30,295	23,753	30,294	-1	0.00%
691	Total Salaries - Historical Comm	0	0	0	0	0	0	0	0	0	0.00%
691	Total Other - Historical Comm	361	500	44	600	23	450	0	300	-150	-33.33%
691	Total Expenses - Historical Comm	361	500	44	600	23	450	0	300	-150	-33.33%
692	Total Salaries - Public celebration	0	0	0	0	0	0	0	0	0	0.00%
692	Total Other - Public Celebration	896	1,185	746	1,335	687	1,000	288	700	-300	-30.00%
692	Total Expenses - Public Celebration	896	1,185	746	1,335	687	1,000	288	700	-300	-30.00%

REV 23	Account Name	<u>FY 00</u>	<u>FY01</u>	<u>FY 01</u>	<u>FY 02</u>	<u>FY 02</u>	<u>FY 03</u>	<u>FY03</u>	<u>FY04</u>	<u>\$</u>	<u>%</u>
05/22/03		<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>April YTD</u>		<u>Change</u>	<u>Change</u>
693	Total Salaries - Steele Farm	0	0	0	0	0	0	0	0	0	0.00%
693	Total Other - Steele Farm	0	0	0	10,146	155	2,090	209	500	-1,590	-76.08%
693	Total Expenses - Steele Farm	0	0	0	10,146	155	2,090	209	500	-1,590	-76.08%
699	Total Salaries - A/B Cultural Council	0	0	0	0	0	0	0	0	0	0.00%
699	Total Other - A/B Cultural Council	1,000	1,000	955	1,000	1,000	1,000	200	1,000	0	0.00%
699	Total Expenses - A/B Cultural Council	1,000	1,000	955	1,000	1,000	1,000	200	1,000	0	0.00%
	Total Salaries - Culture & Recreation	64,177	87,661	66,784	96,747	89,307	105,555	81,360	106,973	1,418	1.34%
	Total Other- Culture & Recreation	37,922	42,824	41,189	78,095	65,715	54,909	35,156	51,450	-3,459	-6.30%
	Total Expenses - Culture & Recreation	102,099	130,485	107,973	174,842	155,023	160,464	116,517	158,423	-2,041	-1.27%
710	Total Salaries - Maturing Debt Principal	0	0	0	0	0	0	0	0	0	0.00%
710	Total Other - Maturing Debt Principal	1,017,400	947,001	1,053,000	889,000	889,000	909,512	796,634	857,684	-51,828	-5.70%
710	Total Expenses - Maturing Debt Principal	1,017,400	947,001	1,053,000	889,000	889,000	909,512	796,634	857,684	-51,828	-5.70%
751	Total Salaries - Maturing Debt Interest	0	0	0	0	0	0	0	0	0	0.00%
751	Total Other - Maturing Debt Interest	772,999	490,848	489,046	399,589	395,787	514,429	471,884	562,368	47,939	9.32%
751	Total Expenses - Maturing Debt Interest	772,999	490,848	489,046	399,589	395,787	514,429	471,884	562,368	47,939	9.32%
	Total Salaries - Debt Service	0	0	0	0	0	0	0	0	0	0.00%
	Total Other - Debt Service	1,790,399	1,437,849	1,542,046	1,288,589	1,284,787	1,423,941	1,268,518	1,420,052	-3,889	-0.27%
	Total Expenses - Debt Service	1,790,399	1,437,849	1,542,046	1,288,589	1,284,787	1,423,941	1,268,518	1,420,052	-3,889	-0.27%
830	Total Salaries - County Ret. Assessment	0	0	0	0	0	0	0	0	0	0.00%
830	Total Other - County Ret Assessment	180,142	181,881	162,259	170,634	170,634	193,272	193,272	232,331	39,059	20.21%
830	Total Expenses - County Ret Assessment	180,142	181,881	162,259	170,634	170,634	193,272	193,272	232,331	39,059	20.21%
912	Total Salaries - Other Benefit Insurance	0	0	0	0	0	0	0	0	0	0.00%
912	Total Other - Other Benefit Insurance	34,051	37,252	36,873	42,700	35,802	42,433	27,310	98,049	55,616	131.07%
912	Total Expenses - Other Benefit Insurance	34,051	37,252	36,873	42,700	35,802	42,433	27,310	98,049	55,616	131.07%
913	Total Salaries - Deferred Compensation	0	0	0	0	0	0	0	0	0	0.00%
913	Total Other - Deferred Compensation	3,850	6,000	463	6,000	0	900	0	0	-900	-100.00%
913	Total Expenses - Deferred Compensation	3,850	6,000	463	6,000	0	900	0	0	-900	-100.00%



REV 23	Account Name	<u>FY 00</u>	<u>FY01</u>	<u>FY 01</u>	<u>FY 02</u>	<u>FY 02</u>	<u>FY 03</u>	<u>FY03</u>	<u>FY04</u>	<u>\$</u>	<u>%</u>
05/22/03		<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>April YTD</u>		<u>Change</u>	<u>Change</u>
914	Total Salaries - FICA	0	0	0	0	0	0	0	0	0	0.00%
914	Total Other - FICA	11,363	21,775	21,775	22,400	22,171	22,500	9,845	22,500	0	0.00%
914	Total Expenses - FICA	11,363	21,775	21,775	22,400	22,171	22,500	9,845	22,500	0	0.00%
915	Total Salaries - Med, Life, LTD Insurance	0	0	0	0	0	0	0	0	0	0.00%
915	Total Other - Med, Life, LTD Insurance	490,285	550,005	545,330	661,686	658,108	709,011	622,001	802,430	93,419	13.18%
915	Total Expenses - Med, Life, LTD Insurance	490,285	550,005	545,330	661,686	658,108	709,011	622,001	802,430	93,419	13.18%
945	Total Salaries -Liability Insurance	0	0	0	0	0	0	0	0	0	0.00%
945	Total Other - Liability Insurance	44,340	44,928	43,365	59,171	59,120	77,842	70,326	80,000	2,158	2.77%
945	Total Expenses - Liability Insurance	44,340	44,928	43,365	59,171	59,120	77,842	70,326	80,000	2,158	2.77%
	Total Salaries - Employee Benefits	0	0	0	0	0	0	0	0	0	0.00%
	Total Other- Employee Benefits	764,031	841,841	810,065	962,591	945,835	1,045,958	922,754	1,235,310	189,352	18.10%
	Total Expenses- Employee Benefits	764,031	841,841	810,065	962,591	945,835	1,045,958	922,754	1,235,310	189,352	18.10%
820	Total Salaries - Cherry Sheet Assessment	0	0	0	0	0	0	0	0	0	0.00%
820	Total Other - Cherry Sheet Assessment	22,716	19,987	21,653	36,488	42,338	0	0	62,034	62,034	0.00%
820	Total Expenses - Cherry Sheet Assessment	22,716	19,987	21,653	36,488	42,338	0	0	62,034	62,034	0.00%
131	Reserve Fund - Original Budget	120,000	120,000	0	135,000	0	146,000	0	146,000	0	0.00%
131	Reserve Fund - Transferred Out	-81,645	-103,929	0	-120,313	0	0	0	0	0	0.00%
131	Reserve Fund - Net Balance	38,355	16,072	0	14,687	0	146,000	0	146,000	0	0.00%
<b>SALARIES</b>											
	Town Government	458,754	524,011	517,115	574,894	546,748	608,274	471,787	621,158	12,884	2.12%
	Protection	873,319	1,048,353	1,024,187	1,340,532	1,261,801	1,422,741	1,017,481	1,357,953	-64,788	-4.55%
	Public Works & Facilities	210,012	255,530	253,573	280,072	262,784	295,019	244,600	315,633	20,614	6.99%
	Health Services	17,627	23,823	23,495	17,863	14,966	23,853	17,946	25,525	1,672	7.01%
	Cultural & Recreation	64,177	87,661	66,784	96,747	89,307	105,555	81,360	106,973	1,418	1.34%
	Total Town	1,623,889	1,939,377	1,885,153	2,310,108	2,175,607	2,455,442	1,833,175	2,427,243	-28,199	-1.15%
	Education	2,231,475	2,692,346	2,709,115	2,936,542	2,917,093	3,064,526	2,256,523	3,061,449	-3,077	-0.10%
	Employee Benefits	0	0	0	0	0	0	0	0	0	0.00%
	Debt Service	0	0	0	0	0	0	0	0	0	0.00%
	Reserve Fund	0	0	0	0	0	0	0	0	0	0.00%
	Cherry Sheet Assessments	0	0	0	0	0	0	0	0	0	0.00%
	<b>TOTAL SALARIES</b>	3,855,364	4,631,723	4,594,269	5,246,650	5,092,700	5,519,968	4,089,699	5,488,692	-31,276	-0.57%

REV 23 05/22/03	Account Name	<u>FY 00</u> <u>Actual</u>	<u>FY01</u> <u>Budget</u>	<u>FY 01</u> <u>Actual</u>	<u>FY 02</u> <u>Budget</u>	<u>FY 02</u> <u>Actual</u>	<u>FY 03</u> <u>Budget</u>	<u>FY03</u> <u>April YTD</u>	<u>FY04</u>	<u>\$</u> <u>Change</u>	<u>%</u> <u>Change</u>
	<b>OTHER EXPENSES</b>										
	Town Government	188,277	237,358	203,989	384,662	323,089	331,076	172,586	228,259	-102,817	-31.06%
	Protection	247,590	242,225	192,564	257,710	238,997	178,667	140,848	205,813	27,146	15.19%
	Public Works & Facilities	233,392	378,236	335,361	408,402	338,594	363,978	263,692	300,850	-63,128	-17.34%
	Health Services	29,841	33,211	24,632	34,493	29,597	38,648	29,044	32,698	-5,950	-15.40%
	Cultural & Recreation	37,922	42,824	41,189	78,095	65,715	54,909	35,156	51,450	-3,459	-6.30%
	Total Town	737,023	933,855	797,735	1,163,362	995,993	967,278	641,327	819,070	-148,208	-15.32%
	Education	3,580,594	4,078,673	4,055,584	4,865,604	4,847,097	5,492,964	4,555,646	5,933,994	441,030	8.03%
	Employee Benefits	764,031	841,841	810,065	962,591	945,835	1,045,958	922,754	1,235,310	189,352	18.10%
	Debt Service	1,790,399	1,437,849	1,542,046	1,288,589	1,284,787	1,423,941	1,268,518	1,420,052	-3,889	-0.27%
	Reserve Fund	0	16,072	0	14,687	0	146,000	0	146,000	0	0.00%
	Cherry Sheet Assessments	0	0	0	0	0	0	0	0	0	0.00%
	Reserve Fund						0				
	<b>TOTAL OTHER EXPENSES</b>	6,872,046	7,308,289	7,205,430	8,294,833	8,073,712	8,108,863	7,388,245	9,554,427	626,493	17.83%
	<b>TOTAL EXPENSES</b>										
	Town Government	647,031	761,369	721,104	959,556	869,837	939,350	644,373	849,417	-89,933	-9.57%
	Protection	1,120,910	1,290,578	1,216,751	1,598,242	1,500,799	1,601,408	1,158,329	1,563,766	-37,642	-2.35%
	Public Works & Facilities	443,404	633,766	588,934	688,474	601,377	658,997	508,293	616,483	-42,514	-6.45%
	Health Services	47,468	57,034	48,127	52,356	44,564	62,501	46,990	58,223	-4,278	-6.84%
	Cultural & Recreation	102,099	130,485	107,973	174,842	155,023	160,464	116,517	158,423	-2,041	-1.27%
	Total Town	2,360,912	2,873,231	2,682,888	3,473,470	3,171,599	3,422,720	2,474,502	3,246,314	-176,406	-5.15%
	Education	5,812,068	6,771,019	6,764,700	7,802,146	7,764,190	8,557,490	6,812,169	8,995,443	437,953	5.12%
	Employee Benefits	764,031	841,841	810,065	962,591	945,835	1,045,958	922,754	1,235,310	189,352	18.10%
	Debt Service	1,790,399	1,437,849	1,542,046	1,288,589	1,284,787	1,423,941	1,268,518	1,420,052	-3,889	-0.27%
	Cherry Sheet Assessments	0	0	0	0	0	0	0	0	0	0.00%
	Reserve Fund	0	16,072	103,929	135,000	120,213	146,000	0	146,000	0	-100.00%
	Reserve Fund						0				
	<b>TOTAL EXPENSES</b>	10,727,410	11,940,012	11,903,628	13,661,796	13,286,625	14,596,109	11,477,943	15,043,119	447,010	3.06%

On Mr. Gorman's motion, the Town did vote, unanimously, to appropriate the sum of

**\$15,113,119** (includes + \$70,000 Blanchard amendment)

for the operations and expenses of the Town during the fiscal year beginning July 1, 2003, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in the "B Budget" Article 5 summary provided as a handout, under the heading FY '04, Except that

Department 122, Selectman Expenses is decreased from \$2,190 to \$2,150, for a reduction of \$40.

Department 221, Dispatch, the salary line is decreased from \$187,451 to \$184,537 for a reduction of \$2,914, and the expense line is increased from \$19,300 to \$22,214 for an increase of \$2,914, the total Expenses for Department 221, Dispatch, remaining unchanged at \$206,751.

Department 299, Field Driver, the salary line is increased from \$0 to \$40, for an increase of \$40.

Department 300, Blanchard School, Total Expenses, is increased from \$4,472,774 to \$4,542,774 for an increase of \$70,000

and to meet this appropriation that	\$11,527,537	be raised by taxation,
that estimated Cherry Sheet Aid of	\$1,660,649	
and estimated local receipts of	\$1,135,496	be applied against this appropriation,
that	\$15,666.65	be transferred from the closing out of old articles as printed in the warrant under Article 6
that	\$150,000	be transferred from overlay surplus
that	\$209,160	Be transferred from the ambulance fund
and that an amount of	\$414,610.35	or any lesser amount be transferred from Free Cash.

## **ARTICLE 6      CLOSE OUT OLD ARTICLES\*\***

(Majority vote required)

To see if the Town will vote to transfer the unexpended balance of monies in the amount of Fifteen Thousand Six Hundred Sixty-Six Dollars and sixty-five cents (\$15,666.65), more or less as voted by past Town Meetings, to be used towards funding the Town's operating budget for the fiscal year beginning July 1, 2003 as detailed in Article 5, or take or take any other action relative thereto.

The articles to be closed or reduced are indicated below:

Article 7	10/96 (ATM)	Fire Pond	\$14.90
Article 2	05/98 (ATM)	Town By-Laws Intern	\$720.55
Article 7	05/99 (ATM)	Rescue/Pumper/Fire Dept. Special Article	\$11.02
Article 9	11/99 (STM)	Active Recreation Feasibility Study	\$7,926.83
Article 5	03/00 (STM)	Amendment to Blanchard Budget	\$1,131.08
Article 7	03/01 (STM)	Blanchard Supplemental Appropriation	\$0.88
Article 6	11/01(ATM)	Fire Rescue Air Trucks	\$197.86
Article 7	11/01 (ATM)	SCBA Compressor System	\$1,890.85
Article 18	05/02 (STM)	Town Hall Phone System	\$3,772.68
<b>Total:</b>			<b>\$15,666.65</b>

or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

The purposes for which these funds were appropriated in past Town Meetings have been fulfilled, and transferring these amounts from their respective holding accounts will help to relieve our current budgetary needs. Additionally, closing out these old warrant articles “cleans-up” the Town’s books in accordance with advice from our auditors.

ACTION ON ARTICLE 6, May 12, 2003. On Mr. Brown’s motion, the Town did vote, unanimously, on the consent agenda in favor of Article 6.

#### **ARTICLE 7        REVOLVING FUND - ELECTRICAL INSPECTION\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Fifty Thousand Dollars (\$50,000), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

This article is required to re-authorize the revolving fund established to pay electrical inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of electrical inspection fees collected must be disbursed to the Electrical Inspector, and 10% remains for Town administrative fees. Finance Committee supports the disbursement cap of \$50,000 and the provision to rollover unused funds to FY05. This article has no tax rate implications to the Town.

ACTION ON ARTICLE 7, May 13, 2003. On Mr. Wheeler's motion, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Fifty Thousand Dollars (\$50,000), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for inspections for permits not yet completed.

#### **ARTICLE 8        REVOLVING FUND - PLUMBING AND GAS INSPECTION\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand Dollars (\$15,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

This article is required to re-authorize the revolving fund established to pay the Plumbing and Gas Inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of plumbing and gas inspection fees collected must be disbursed to the Plumbing and Gas Inspector, and 10% remains for Town administrative fees. The Finance Committee supports the disbursement cap of \$15,000 and the provision to rollover unused funds to FY05. This article has no tax rate implications to the Town.

ACTION ON ARTICLE 8, May 13, 2003. On Mr. Wheeler's motion, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand Dollars (\$15,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for inspections for permits not yet completed.

#### **ARTICLE 9        REVOLVING FUND - FIRE ARMS PERMITS\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for Fire Arms Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

This article re-authorizes the existing revolving fund for the purposes indicated. According to State firearms law, the Police Department collects fees when issuing a firearms permit. They must then submit 50% of those fees to the State. This fund allows the financial mechanism to work efficiently. It is capped at the same level as FY '03 (\$2,000) and has no tax rate implications to the Town.

**ACTION ON ARTICLE 9**, May 13, 2003. On Mr. Wheeler's motion, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the purposes of receiving monies and paying expenses for Fire Arms Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for expenses not yet completed.

**ARTICLE 10 REVOLVING FUND - LIBRARY FINES\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to reauthorize a revolving fund for purposes of receiving library fees, fines and penalties and that all fees, fines and penalties be deposited in said fund to pay for library material acquisitions or services, up to a maximum of Four Thousand Dollars (\$4,000), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2004 be carried over into fiscal year 2005 to pay for expenses not yet completed; or take any other action relative thereto.

**The Library Board of Trustees recommends.**

Trustees recommend passage of this article. It would permit the library to use fees and fines that are collected up to \$4,000 per year for acquisition or replacement of materials and services provided by the library.

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

In prior years, library fees, fines and penalties were returned to the Town's General Fund, rolling into free cash at the end of each year. This article re-authorizes the recent revolving fund receiving and disbursing these monies, and increases the maximum allowed yearly expenditure from \$2,000 to \$4,000. The Finance Committee believes that the library should be allowed to use these modest fees to replace and/or augment their current holdings, thus enjoying to at least a small degree the results of their labors. There is no direct tax rate implication to the Town associated with this article.

**ACTION ON ARTICLE 10**, May 13, 2003. On Mr. Ross's motion, the Town did vote, unanimously, to reauthorize a revolving fund pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 for the purposes of receiving library fees, fines and penalties and that all fees, fines and penalties be deposited in said fund to pay for library material acquisitions or services, up to a maximum of Four Thousand Dollars (\$4,000), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2004 be carried over into fiscal year 2005 to pay for expenses not yet completed.

**ARTICLE 11 REVOLVING FUND - DOG LICENSE FEES\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44 Section 53E 1/2 to reauthorize a revolving fund for the purpose of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

This article re-authorizes the existing revolving fund. It allows for the acceptance of licensing fees and provides the financial mechanism to pay for the expenses related to licensing, assessing fines and for damage to fowl or livestock. It is funded at the same level (\$4,000 maximum) as authorized in FY'03 and has no tax rate implications to the Town.

**ACTION ON ARTICLE 11**, May 12, 2003. On Mr. Brown's motion, the Town did vote, unanimously, on the consent agenda in favor of Article 11.

**ARTICLE 12      REVOLVING FUND – STEELE FARM\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies from the sale of Christmas tree activities and paying expenses for the Steele Farm up to Three Thousand Dollars (\$3,000), to be under the direction of the Steele Farm Advisory Committee who shall approve all such expenditure by a majority vote; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

This article re-authorizes the existing revolving fund at a maximum expenditure level of \$3,000, the same level as was approved in FY '03. Approval will provide the Steele Farm Advisory Committee the financial means to perform necessary maintenance functions, as well as such restoration or improvements as they may deem advisable. This article has no tax rate implication to the Town.

**ACTION ON ARTICLE 12**, May 12, 2003. On Mr. Brown's motion, the Town did vote, unanimously, on the consent agenda in favor of Article 12.

**ARTICLE 13      REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Boxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such expenditures; and further to provide that the monies remaining in the fund at the end of fiscal year 2004 be carried over into fiscal year 2005; or take any other action relative thereto.

**The Boxborough School Committee recommends.**

The Boxborough School Committee unanimously recommends the reissuance of a revolving account for the Integrated Preschool. A revolving account allows the Blanchard School to accept tuitions for typically developing Boxborough students and for out-of-district Special Education students. The revolving account will be used for payment of expenses associated with the Preschool program.

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

This article re-authorizes a revolving fund initially approved in the May 2002 Annual Town Meeting, up to a maximum level of \$44,000. The Integrated Pre-School Program initiative has proved both beneficial to the

students involved and a financially effective means of providing required services. Re-authorizing this revolving fund will ensure that tuitions and other fees collected will benefit the Program, offsetting School Department costs and effectively reducing the Program appropriations by the estimated fees to be collected.

**ACTION ON ARTICLE 13**, May 12, 2003. On Mr. Brown's motion, the Town did vote, unanimously, on the consent agenda in favor of Article 13.

#### **ARTICLE 14 ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS\*\***

(Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for an increase up to 100% in certain property tax exemptions for qualifying senior citizens, disabled veterans and other individuals; or take any other action relative thereto.

##### **The Board of Selectmen recommends (4 – 0).**

This elderly tax relief-increase in exemptions article was passed at the 1999 Annual Town Meeting and at present, a number of Boxborough's seniors, disabled veterans and other qualified citizens are enjoying the benefits.

The DoR has advised us that we must vote to accept this chapter every year and as a result this article appears on this warrant and should be labeled housekeeping.

##### **The Finance Committee recommends unanimously.**

At the May 1999 Annual Town Meeting the Town approved Elderly Tax Relief according to the state statute identified above. State law requires that this be re-authorized by the taxpayers annually prior to the setting of the tax rate. This tax relief act has stringent income and asset guidelines. Approximately 15 families are expected to take advantage of elderly tax relief in Fiscal Year 2004 with a net cost estimated to be under \$7,500 after State reimbursement. While the total senior-citizen property tax abatement associated with this program is small, the Finance Committee believes that it is important to assist those long-term residents who may find it onerous to pay their property taxes. Many of these residents may have little use for some Town services, enacted in recent years and differing fundamentally in scope and expense from their historical experience and needs.

**ACTION ON ARTICLE 14**, May 12, 2003. On Mr. Brown's motion, the Town did vote, unanimously, on the consent agenda in favor of Article 14.

#### **ARTICLE 15 ACCEPTANCE OF MGL CH 140 §139\*\***

(Majority vote)

To see if the Town will vote to accept Section 139 of Massachusetts General Laws Chapter 140, which provides that no fee shall be charged for a license for a dog owned by a person aged 70 and older; or take any other action relative thereto.

##### **The Board of Selectmen recommends (4 – 0).**

##### **The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the provision that dog license fees be waived if the owner is aged 70 years or older.

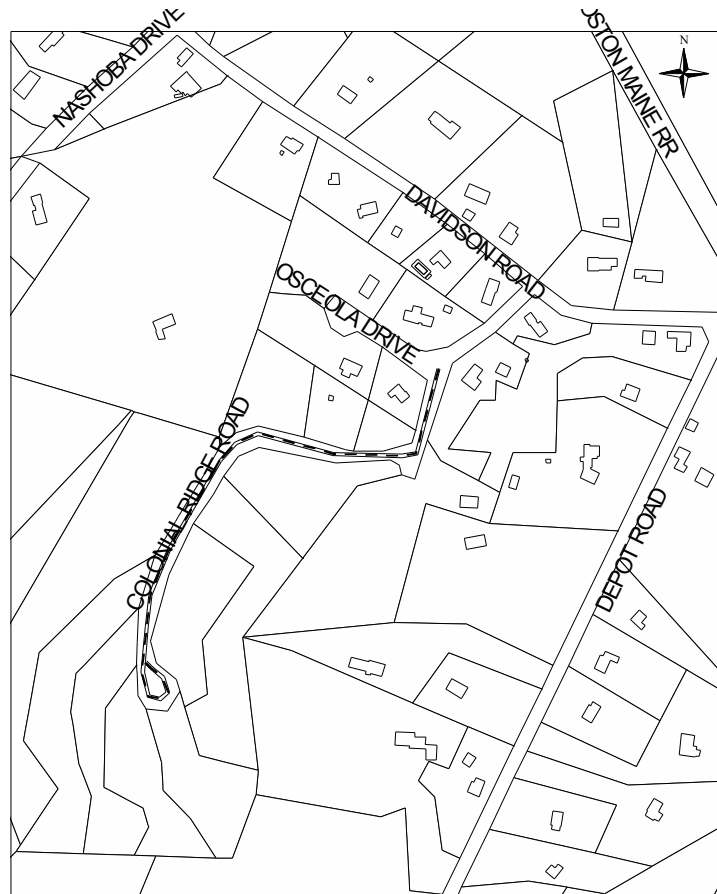
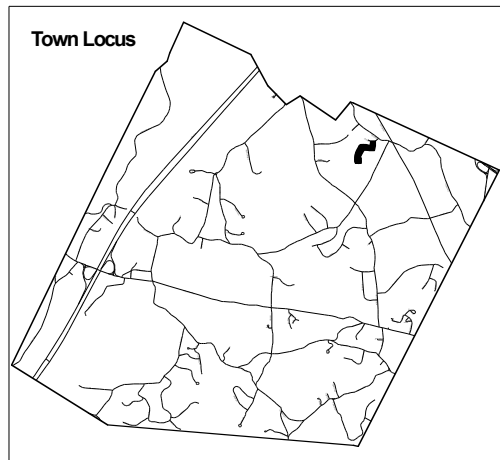
**ACTION ON ARTICLE 15**, May 12, 2003. On Mr. Brown's motion, the Town did vote, unanimously, on the consent agenda in favor of Article 15.



## ARTICLE 16 COLONIAL RIDGE DRIVE ROAD ACCEPTANCE\*\*

(Majority vote required)

To see if the Town will vote to accept the laying out and establishment as a Town Way, a way known as Colonial Ridge Drive, together with the right to install, maintain, replace and repair all drainage structures constructed in the way and in appurtenant drainage easements and to discharge surface and subsurface drain water in the appurtenant drainage easements, with the boundaries and measurements of the way and said easements shown on the plans entitled: "Colonial Ridge Definitive Subdivision of Land in Boxborough, Mass.," prepared for: John J. Flannery Inc., scale 1"=40', dated: December 1997 drawn by: David E. Ross Associates, Inc., Civil Engineers, Environmental Consultants, P.O. Box 368, 111 Fitchburg Road, Ayer MA 01432," recorded with Middlesex South District Registry of Deeds as Plan No. 156 of 2000, Instrument No. 33 of February 18, 2000, in Book 31145, Page 586 (the "Plan"), and to which plan reference may be had for a more particular description of said Colonial Ridge Drive and "As Built Plan of Colonial Ridge Drive" prepared by David E. Ross Associates, Inc., dated December 2001 and to authorize the Selectmen to acquire, by gift, the fee or any lesser interest in said way for all purposes for which public ways are used in the Town, as well as easements for drainage or otherwise in any of the lands as may be necessary in connection with use of Colonial Ridge Drive as a public way; or take any other action relative thereto.



### Summary

The Planning Board did not submit this article for the last Annual Town Meeting because the applicant had not obtained a Certificate of Compliance from the Conservation Commission (DEP#113-312). A Certificate of Compliance was issued on June 5, 2002 and recorded on June 14, 2002. All other items for road acceptance have been completed, and the road is now ready for acceptance.

**The Planning Board recommends.**

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

Colonial Ridge Drive is ready for acceptance as a Town Way, having met all Subdivision Regulations and Conservation Commission requirements. We believe that acceptance of this article is the proper conclusion to the planning and development process for this subdivision.

ACTION ON ARTICLE 16, May 12, 2003. On Mr. Brown's motion, the Town did vote, unanimously, on the consent agenda in favor of Article 16.

**ARTICLE 17        COLONIAL RIDGE DRIVE - LAND ACCEPTANCE – PARCELS A, B, C AND D\*\***

(Majority vote required)

To see if the Town will vote to accept a gift for conservation purposes pursuant to M.G.L. ch. 40, s. 8C, of certain parcels of land situated in Boxborough, Middlesex County, Massachusetts, being Parcel "A," Parcel "B," Parcel "C" and Parcel "D" "Open Space" on a plan entitled: "Colonial Ridge Definitive Subdivision of Land in Boxborough, Mass.," prepared for: John J. Flannery Inc., scale 1"=40', dated: December 1997 drawn by: David E. Ross Associates, Inc., Civil Engineers, Environmental Consultants, P.O. Box 368, 111 Fitchburg Road, Ayer MA 01432," recorded with Middlesex South District Registry of Deeds as Plan No. 156 of 2000, Instrument No. 33 of February 18, 2000, in Book 31145, Page 586 (the "Plan"), and to which plan reference may be had for a more particular description of said parcels:

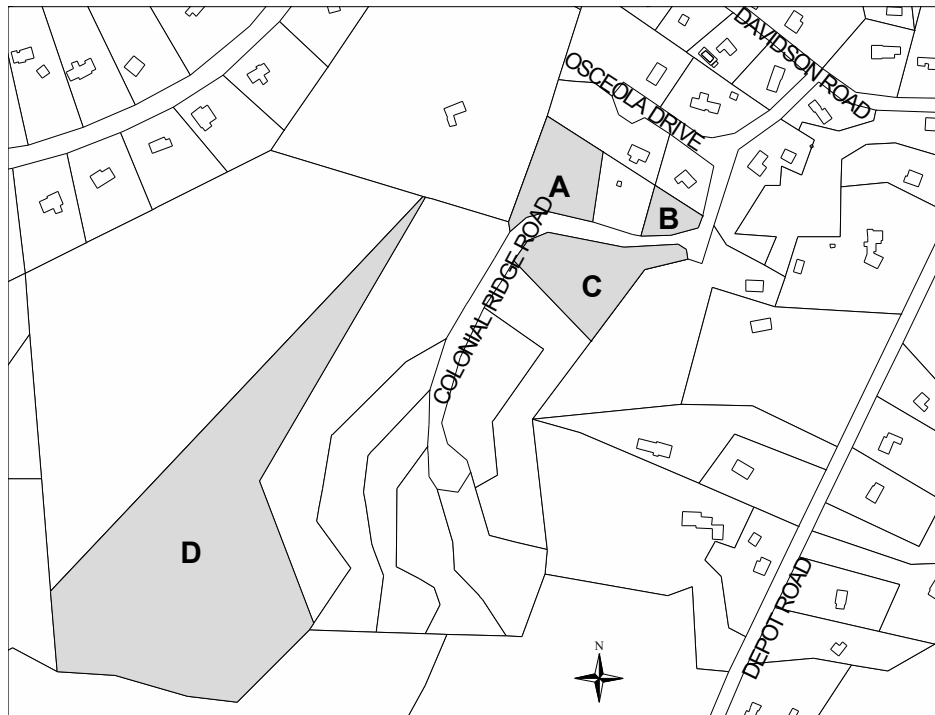
Parcel "A" contains 10,030 square feet, more or less, according to said Plan.

Parcel "B" contains 37,404 square feet, more or less, according to said Plan.

Parcel "C" contains 1.52 acres, more or less, according to said Plan.

Parcel "D" "Open Space" contains 10.2 acres, more or less, according to said Plan.

Said premises are conveyed subject to and together with the benefit of a document entitled "Conservation Restriction to Town of Boxborough" recorded with said deeds on January 9 2001 as Instrument No. 27 in Book 32221, Page 369; or take any other action relative thereto.



### **Summary**

The owner of the parcels of land described above (John J. Flannery Inc.) agreed to give the parcels to the town for conservation purposes during the approval process for the Colonial Ridge Drive subdivision. The Town thanks the Flannery's for their generous donation.

**The Planning Board recommends.**

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

This land is being offered to the town for conservation purposes. This offering was the result of negotiations between the town and developer during the planning process. A portion of the offered land connects to a trail easement and promotes the goal of creating connected parcels of conservation land within the town. As with the previous road acceptance article, this seems a proper conclusion to the subdivision planning and development process.

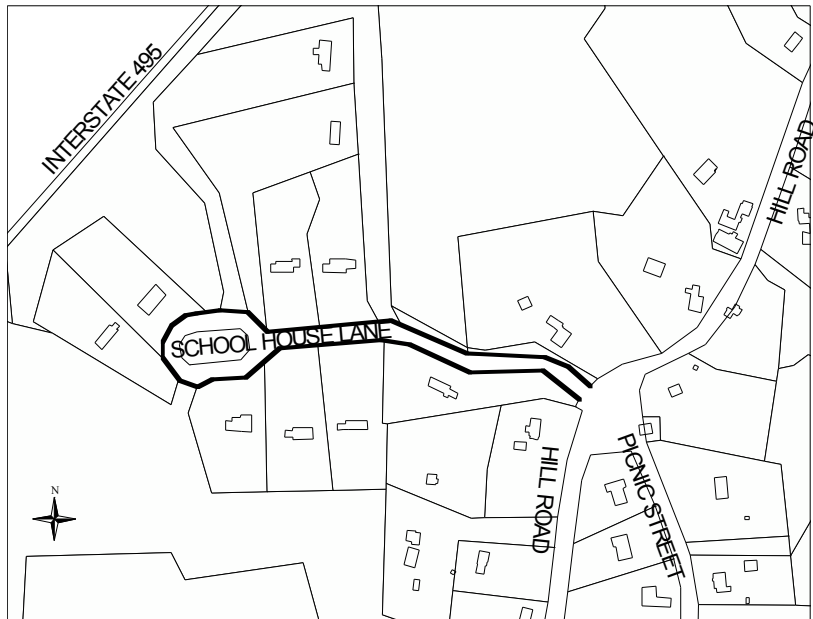
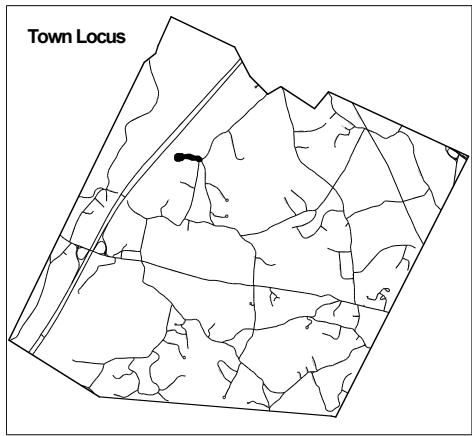
ACTION ON ARTICLE 17, May 12, 2003. On Mr. Brown's motion, the Town did vote, unanimously, on the consent agenda in favor of Article 17.

### **ARTICLE 18 SCHOOL HOUSE LANE – ROAD ACCEPTANCE\*\***

(Majority vote required)

To see if the Town will vote to accept the laying out and establishment as a Town Way, a way known as School House Lane, together with the right to install, maintain, replace and repair all drainage structures constructed in the way and in appurtenant drainage easements and to discharge surface and subsurface drain water in the appurtenant drainage easements, with the boundaries and measurements of the way and said easements shown on the plans entitled: "Definitive Subdivision Plan of Land in Boxborough, Mass.," prepared for: Habitech Inc., 148 Park Street, North Reading, Mass., dated: August 2, 1996, Revised 04/07/97 drawn by: Bill Boston Survey, Inc. P.O Box 134, West Groton, Mass 01472, recorded with Middlesex South District Registry of Deeds as Plan No. 311 of 1998 in Book 28354, Page 264 (the "Plan"), and to which plan reference may be had for a more particular description of

said School House Lane and “As Built Plan of School House Lane” prepared by Bill Boston Survey, Inc., dated August 19, 2002 and to authorize the Selectmen to acquire, by gift, the fee or any lesser interest in said way for all purposes for which public ways are used in the Town, as well as easements for drainage or otherwise in any of the lands as may be necessary in connection with use of School House Lane as a public way; or take any other action relative thereto.



### **Summary**

School House Lane has been completed as a subdivision road in accordance with the Subdivision Rules and Regulations. The road meets all of the requirements specified in the Regulations for acceptance as a public way.

**The Planning Board recommends.**

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

School House Lane is ready for acceptance as a Town Way, having met all the appropriate subdivision regulations.

ACTION ON ARTICLE 18, May 12, 2003. On Mr. Brown’s motion, the Town did vote, unanimously, on the consent agenda in favor of Article 18.

## **ARTICLE 19 RESIDENCY REQUIREMENTS FOR REGULAR FIRE AND POLICE OFFICERS\*\***

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for the purpose of adopting the following legislation:

### **An Act Relative to Residency Requirements for Regular Fire and Police Officers**

Section 1. Notwithstanding the provisions of section ninety-nine a of chapter forty-one of the general laws or any other general or special law to the contrary, any member of the regular police or fire department working in the Town of Boxborough appointed subsequent to August first, nineteen hundred and seventy-eight shall reside within forty miles of the limits of said town. Said distance shall be measured from the closest border limits of said city or town in which said member is employed to the closest border limits of the city or town in which said member lives.

Section 2. This act shall take effect upon its passage.

The General Court may only make clerical or editorial changes of form to the bill, unless the Selectmen approve amendments to the bill before enactment by the General Court. The Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition; or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

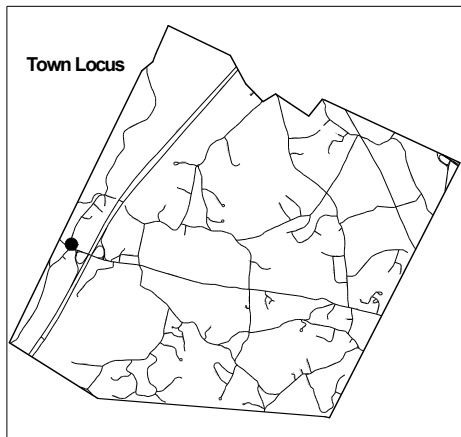
**The Finance Committee recommends unanimously.**

Mass. General Law (MGL) requires that public safety employees (police and fire) live within 15 miles of their municipality of employment on a border-to-border basis. This requirement, if strictly observed, places a very severe constraint upon the available pool of potential police officers and firefighters, many of whom cannot afford to live within that distance from Boxborough. This provision of the MGL is additionally at best a poor guarantee of timely response from an employee's home, since the road miles and time for any individual employee to reach Boxborough depend upon other factors of location than simply border-to-border distance. The Police Chief has been advised by the Mass. Chiefs of Police Association that it would be wise for the Town to enact a realistic mileage limit, based upon operational requirements and the likely pool of available officers, in order to avoid possible difficulties of non-compliance with the cited provision of MGL. The 40 mile limit proposed seems a reasonable compromise between the desire for timely responsiveness of employees and the economic realities of housing in the Boxborough area. The Police Department has observed no problem of responsiveness to Town needs in several historical cases of officers residing outside the MGL limit of a 15 mile radius, up to and in a few cases exceeding the proposed 40 mile limit.

**ACTION ON ARTICLE 19**, May 13, 2003. Fred Dye stated that the 40 mile radius is beyond Boston and Worcester. Firefighters and Police should feel they are part of the community. The problem to most of the officers is the issue of housing in Boxborough. Mr. Neville stated that he was against this article as he thinks the department heads should be able to get to Town quickly in case of an emergency. Mr. Apgar made a motion to move the question. This motion carried. On Ms. Hilberg's motion, the Town did vote, unanimously, to authorize the Selectmen to petition the General Court for the purpose of adopting legislation entitled "An Act Relative to Residency Requirements for Regular Fire and Police Officers," as printed in the warrant under Article 19.

**ARTICLE 20 ACCEPTANCE OF LOT A SWANSON ROAD FOR RIGHT OF WAY PURPOSES\*\***  
(Majority vote required)

To see if the Town will vote to acquire by gift a 6900± square foot parcel of land for the purposes of widening the public way known as Swanson Road, to accept a deed of such land in substantial conformance with the Quitclaim Deed on file with the Town Clerk and further to see if the Town will vote to accept the altered layout of Swanson Road so as to incorporate said 6900± square foot parcel, which is shown as the "Proposed Layout Alteration Area About 6,900 S.F." on a plan entitled, "Plan of Land in Boxborough Massachusetts" dated June 19, 2000 prepared by Vanasse Hangen Brustlin, Inc., recorded with the Middlesex South District Registry of Deeds as Plan No. 791 of 2000 and on file with the Town Clerk; or to take any other action in relation thereto.



**The Board of Selectmen recommends (4 – 0).**

Swanson Road is a public way. This article provides for the Town to assume responsibility for this small additional portion of roadway, which was necessary to widen the road for safety purposes.

**The Planning Board recommends.**

**The Finance Committee recommends unanimously.**

This article adds a small parcel to the Swanson Road Public Way, corresponding to that portion of the roadway widened recently to accommodate the new turn lane. We believe that it is proper for the town to accept responsibility for this additional portion of the roadway, created to accommodate expectations of increased traffic and to improve safety at the Rt. 111 intersection.

ACTION ON ARTICLE 20, May 12, 2003. On Mr. Brown's motion, the Town did vote, unanimously, on the consent agenda in favor of Article 20.

**ARTICLE 21 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

**The Finance Committee recommends unanimously.**

The Chapter 90 Program was enacted in 1973 to provide municipalities with reimbursement of documented expenditures for approved Capital Improvement Projects in highway or bridge construction. In Boxborough, Chapter 90 projects have typically included resurfacing of approved public ways. This article authorizes the Town to expend funds for such highway improvements, up to the limit of reimbursement provided in the FY '04

Memorandum of Agreement from the Mass. Highway Department. As the project funds will be reimbursed in their entirety, there is no tax rate effect associated with this article.

**ACTION ON ARTICLE 21**, May 12, 2003. On Mr. Brown's motion, the Town did vote, unanimously, on the consent agenda in favor of Article 21.

The third session of the Annual Town Meeting was called at 7:30 p.m. by Mr. Brown. There were 195 voters attending.

Mr. Birt made a motion to take Article 23 out of order. This motion carried. The articles in this report will be found in numerical order.

**ARTICLE 22      AUTHORIZE BOS TO NEGOTIATE LEASE OF TOWN LAND WITH PROVIDER  
OF PERSONAL WIRELESS SERVICES**

(Majority vote required)

To see if the town will vote to authorize the Board of Selectmen to enter into an agreement with an FCC Licensed Carrier and provider of telecommunications equipment and structures for an initial term of five years with renewal options for up to three additional periods of five years each for the lease of approximately 3,600 square feet of land located off of Massachusetts Avenue, on the back side of the Hager site (the "Property"), as referenced on "Plan of Proposed Lease Area" dated January 30<sup>th</sup>, 2003 by Goldsmith, Prest & Ringwall, Inc. ("plan") to be recorded herewith, together with a non-exclusive right of reasonable access thereto for the sole purpose of constructing, installing, operating, maintaining and repairing one or more telecommunications facilities to provide personal wireless services, including a telecommunications tower, antennae, an equipment pad or shelter, cables, transmission and utility wires, poles, conduits, pipes, accessories and related equipment and improvements at said Town-owned property; or take any other action relative thereto.



**The Board of Selectmen recommends (4 – 0).**

The Hager site is a more preferable location for a cell tower than surrounding sites, and the Town will benefit from the land lease revenue for at least the next twenty years.

The federal Telecommunications Act allows cell phone service providers to locate cell towers almost anywhere they deem necessary to ensure adequate levels of service to their customers. Currently there are several gaps in cell phone service in Boxborough that will need to be filled to achieve full coverage, which means several more cell towers will be built in the coming years. The town can not prevent that. The hill on the town-owned Hager property would be an ideal location for a cell tower because it would provide for a greater area of coverage and better service than surrounding sites. This will likely lead to fewer cell towers being built which means a reduction in overall impacts from cell towers. It also has the added benefit of providing a twenty year revenue stream to the Town from the lease of the land. Simply put, we are going to have cell towers in this area whether we like it or not. A tower on the Hager hill will mean fewer towers and much-needed cash to the Town.

**The Finance Committee recommends unanimously.**

Authorizing the Board of Selectmen to enter into such lease agreements has several benefits to the town, not least of which is the possibility of collecting lease fees in the vicinity of \$25,000 per year. Such revenue prospects will be welcome in this period of slack resources. Another significant benefit to the proposed article is that we may thereby entertain cell tower facilities in a place of our own choosing, rather than being forced to accept facilities on



locations selected without regard to town needs or preferences by multiple providers of telecommunications services. We may further hope by this action to relieve the currently contentious dispute concerning provision of telecommunications services along the Rt. 111 corridor.

**ACTION ON ARTICLE 22.** May 22, 2003. Mr. Hanover stated that the Zoning Bylaw has a 100' limitation. Mr. Moss stated that it could be terminated after five years and with each renewal. Mr. Follett made a motion that the maximum height of any telecommunications structure(s) at the Hagar site(s) shall not exceed 50' from ground level. Ms Becker stated that the higher the less harmful to the children. Also, more towers are need if they aren't as effective. Mr. Goodwin made a motion to move the question. This motion carried. Mr. Follett's motion did not carry. He then made a motion that any telecommunications structure(s) at the Hagar site shall be camouflaged to blend in with the existing environment to the maximum degree possible. He then withdrew that motion. Even though many do not want cell towers in Boxborough, we do not have much say about it. If we do not specify a location for them, the Federal Telecommunication Act takes our control away and they can be placed anywhere. Mr. Wilbert made a motion to move the question. This motion carried. On Mr. Bunyard's motion, the Town did vote to authorize the Selectmen to enter into an agreement with an FCC Licensed Carrier and provider of telecommunications equipment and structures for an initial term of five years with renewal options for up to three additional periods of five years each for the lease of approximately 3,600 square feet of land located off of Massachusetts Avenue, and further described in the warrant under Article 22.

**ARTICLE 23        INCREASE IN SENIOR CITIZEN PROPERTY TAX WORK-OFF ABATEMENT TO \$750 PER YEAR**

(Majority vote required)

To see if the Town will vote pursuant to Chapter 184 Section 52 of the Acts of 2002, amending Chapter 59 Section 5K of the General Laws, to increase the maximum abatement allowed under the senior citizen property tax work-off program established by the Board of Selectmen and approved by vote of Town Meeting under Article 16 on May 14, 2001, from \$500 to \$750, said increase to become effective July 1, 2003; or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

This article increases the limit for the Senior Work-off program from \$500 to \$750. The Board of Selectmen remains committed to finding ways to ease the tax burden for senior citizens. This amount represents the maximum amount allowable by the State of Massachusetts. Based on participation rates from the past few years, we anticipate the financial impact to be approximately \$15,000 to \$20,000. The necessary funds (determined by the actual participation rate) to cover this expense will be taken from the Overlay account.

**The Finance Committee recommends unanimously.**

The senior citizen Property Tax work-off abatement program provides elderly citizens with some significant tax relief. It also provides the Town with highly skilled and experienced manpower at very reasonable rates. This program is a win-win for both the Senior Citizens and the Town, helping to alleviate the need for hiring additional full time employees. For a modest increase in total cost to the Town, we can significantly increase the benefit to individual Senior Citizens choosing to take part in the program. This program is funded out of the Overlay (abatement) account and does not by current estimates of Senior Citizen participation represent a direct or material effect upon the tax rate. Should a vast majority of Senior Citizens choose to participate in the program, some adjustment to the overlay account might in the future be required, causing a corresponding increase in future tax rates.

**ACTION ON ARTICLE 23,** May 15, 2003. On Mr. Birt's motion, the Town did vote, unanimously, pursuant to Chapter 184 Section 52 of the Acts of 2002, amending Chapter 59 Section 5K of the General Laws, to increase the maximum abatement allowed under the senior citizen property tax work-off program, established by the Board of Selectmen and approved by vote of Town Meeting under Article 16 on May 14, 2001, from \$500 to \$750, said increase to become effective July 1, 2003.

## **ARTICLE 24      DEMOLITION DELAY BYLAW**

(Majority vote required)

To see if the Town will vote to adopt the following General Bylaw entitled “The Preservation of Historically Significant Buildings:”

### **Section 1      Intent and Purpose**

This Bylaw is enacted for the purpose of preserving and protecting significant buildings within the Town which constitute or reflect distinctive features of the architectural, cultural, economic, political or social history of the Town and to limit the detrimental effect of demolition of such buildings on the character of the Town. Through this Bylaw, owners of preferably preserved buildings are encouraged to seek out alternative options that will preserve, rehabilitate or restore such buildings and residents of the Town are alerted to impending demolitions of significant buildings. By preserving and protecting significant buildings, this Bylaw promotes the public welfare by making the Town a more attractive and desirable place in which to live and work. To achieve these purposes the Historical Commission is authorized to advise the Building Inspector with respect to demolition permit applications. The issuance of demolition permits is regulated as provided by this Bylaw.

### **Section 2      Definitions**

**APPLICANT** - Any person or entity who files an application for a demolition permit. If the applicant is not the owner of the premises upon which the subject building is situated, the owner must indicate on or with the application his/her assent to the filing of the application.

**APPLICATION** - An application for the demolition of a building.

**BUILDING** - Any structure assembled in a fixed location, having a roof supported by columns or walls, to form a shelter for persons, animals or property.

**BUILDING INSPECTOR** - The person occupying the office of Building Inspector or the person otherwise authorized to issue demolition permits in the Town of Boxborough.

**COMMISSION** – The Boxborough Historical Commission.

**DEMOLITION** - Any act of pulling down, destroying, removing, dismantling or razing a building or commencing the work of total or substantial destruction with the intent of completing the same.

**DEMOLITION PERMIT** - The building permit issued by the Building Inspector for a demolition of a building, excluding a building permit issued solely for the demolition of the interior of a building.

**PREFERABLY PRESERVED** - Any significant building which the Commission determines, following a public hearing, that it is in the public interest to be preserved rather than demolished. A preferably preserved building is subject to the twelve (12) month demolition delay period of this Bylaw unless an earlier demolition permit is allowed under provisions of paragraph 3.12 of this Bylaw.

**SIGNIFICANT BUILDING** – Any building or portion thereof which appears on the list of historically significant buildings generated by the Historical Commission. This list is maintained by the Commission, is supplied to the Building Inspector for purposes of this Bylaw and is part of the public record. Included on this list shall be any building or portion thereof which:

- a. is listed on, or is within an area listed on, the National Register of Historic Places; or is the subject of a pending application on said National Register; or
- b. is included in the Historical Resources Inventory prepared by the Commission including those buildings listed for which complete surveys may be pending and which is voted onto said historically significant list by the Commission; or
- c. has been determined by vote of the Commission to be historically or architecturally significant in terms

of period, style, method of building construction or association with a recognized architect or builder or by reason of its association with a person or event of importance to the Town's history provided that the owner of such building and the Building Inspector have been notified, in hand or by certified mail, within ten (10) days prior to such a vote.

### **Section 3 Procedure**

3.1 No demolition of a significant building or any portion thereof a significant building shall be permitted except in conformance with the provisions of this Bylaw.

3.2 Upon receipt of an application for a demolition permit for a significant building the Building Inspector shall forward a copy thereof to the Commission. No demolition permit shall be issued at that time.

3.3 An applicant proposing to demolish a building subject to this Bylaw shall file with the Building Inspector an application containing the following information:

- The address of the building to be demolished.
- The owner's name, address and telephone number.
- A description of the building.
- The reason for requesting a demolition permit.
- A brief description of the proposed reuse, reconstruction or replacement.
- A photograph or photograph(s) of the building.

3.4 The Building Inspector shall within seven (7) days forward a copy of the application to the Commission. The Commission shall, within fifteen (15) days after receipt of the application, make a written confirmation of whether the building is still considered significant.

3.5 Upon determination by the Commission that the building is not significant, the Commission shall so notify the Building Inspector and applicant in writing. The Building Inspector may then issue the demolition permit.

3.6 Upon determination by the Commission that the building is significant, the Commission shall so notify the Building Inspector and the applicant in writing. No demolition permit may be issued at this time. If the Commission does not notify the Building Inspector within fifteen (15) days of receipt of the application, the Building Inspector may proceed to issue the demolition permit.

3.7 If the Commission confirms that the building is significant, it shall hold a public hearing within thirty (30) days of the written notification to the Building Inspector. The Commission shall hold a public hearing and shall give public notice thereof by publishing notice of the time, place and purpose of the hearing in a local newspaper at least fourteen (14) days prior to said hearing. Also the Commission shall, within seven (7) days prior to the date of said hearing, mail a copy of the notice to the applicant and to the Building Inspector.

3.8 The Commission shall decide at the public hearing or within fourteen (14) days after the public hearing whether the building should be preferably preserved. If agreed to in writing by the applicant, the determination of the Commission may be postponed.

3.9 If the Commission determines that the building is not preferably preserved, the Commission shall so notify the Building Inspector and applicant in writing. The Building Inspector may then issue the demolition permit.

3.10 If the Commission determines that the building is preferably preserved, the Commission shall notify the Building Inspector and applicant in writing. No demolition permit may then be issued for a period of twelve (12) months from the date of the determination unless otherwise agreed to by the Commission. If the Commission does not so notify the Building Inspector in writing within twenty-one (21) days of the public hearing, the Building Inspector may issue the demolition permit.

3.11 Upon a determination by the Commission that any building which is the subject of an application is a preferably preserved building, no building permit for new construction or alterations on the premises shall be issued

for a period of twelve (12) months from the date of the determination unless otherwise agreed to by the Commission.

3.12 Notwithstanding the preceding sections, the Building Inspector may issue a demolition permit for a preferably preserved significant building at any time after receipt of written advice from the Commission to the effect that:

- i. the Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building, or
- ii. the Commission is satisfied that for at least twelve months the owner has made continuing, bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate and restore the subject building and that such efforts were unsuccessful, or
- iii. the Commission is satisfied that the owner's actions do not detract from the historical character of the property.

3.13 Following the twelve month delay period, the Building Inspector may issue the demolition permit.

#### **Section 4       Emergency Demolition**

4.1 Notwithstanding the foregoing provisions if after an inspection, the Building Inspector finds that a building subject to this Bylaw is found to pose an immediate threat to public health or safety due to its deteriorated condition and that there is no reasonable alternative to the immediate demolition of the building or structure, then the Building Inspector may issue an emergency demolition permit to the owner of the building or structure. In addition, if the Building Inspector finds that the building is structurally unsound or unfit for human habitation a demolition permit may be issued. The Building Inspector shall then prepare a report explaining the condition of the building and the basis for his decision, which shall be forwarded to the Commission.

4.2 No provision of this Bylaw is intended to conflict with any obligations or rights under G.L. c. 143 regarding removal or demolition of dangerous or abandoned structures.

#### **Section 5       Enforcement and Remedies**

5.1 The Commission and/or the Building Inspector may enforce the requirements of this Bylaw.

5.2 No building permit shall be issued with respect to any premises upon which a significant building has been voluntarily demolished in violation of this Bylaw for a period of two (2) years from the date of such demolition. As used herein "premises" includes the parcel of land upon which the demolished significant building was located.

5.3 Upon the determination by the Commission that a building is a preferably preserved significant building, the owner shall be responsible for properly securing the building if vacant, to the satisfaction of the Building Inspector. Should the owner fail to secure said building, the loss of such building through fire or other cause shall be considered voluntary demolition for the purposes of paragraph 5.2.

#### **Section 6       Severability**

In case any section, paragraph or part of this Bylaw be for any reason declared invalid or unconstitutional by any court, every other section, paragraph, and part shall continue in full force and effect.

or take any other action relative thereto.

#### **The Historical Commission recommends.**

This bylaw empowers the Historical Commission and the Building Inspector to delay demolition of buildings in the Town which have been determined to be historically significant. During this delay time the Commission and the Town are given the opportunity to work with the owners on preservation options or on relocation and preservation at alternative sites. The bylaw is written to make these historically significant buildings identifiable to the Town, through a list generated by the Commission, and includes a public hearing provision allowing owners recourse prior

to the implementation of a demolition delay of up to twelve months. The bylaw proposed is modeled on ones enacted by 89 Towns in the Commonwealth and found to be a valuable tool in preserving the historical and architectural heritage, which belongs to us all.

**The Finance Committee recommends unanimously.**

This bylaw provides for a waiting or evaluation period in the case of historically significant buildings, between the time that an owner may file for a demolition permit and the date when such permit may be granted. The purpose of this waiting period is to allow an opportunity for other possibilities than demolition to be explored, such as rehabilitation or relocation. We believe it is in the Town's best interest to preserve our physical and landscape heritage to the degree possible. This bylaw facilitates that end with minimal inconvenience to the property owner. The Historical Commission has been responsive to Finance Committee concerns about some of the operational details of this bylaw as originally written, which might have led to unintended consequences and a greater burden on the property owner. The wording currently presented in the warrant reflects several clarifications and simplifications sought by Finance Committee. We think that this bylaw provides a reasonable compromise between the competing imperatives of historical preservation and individual property rights.

**ACTION ON ARTICLE 24**, May 15, 2003. There are thirty-three structures on the list that they are hoping to preserve. On Mr. Rohwer's motion the Town did vote to adopt a General Bylaw entitled "The Preservation of Historically Significant Buildings" as printed in the warrant under Article 24 except for Sections 3.5 and 3.6. The amended wording should read as follows:

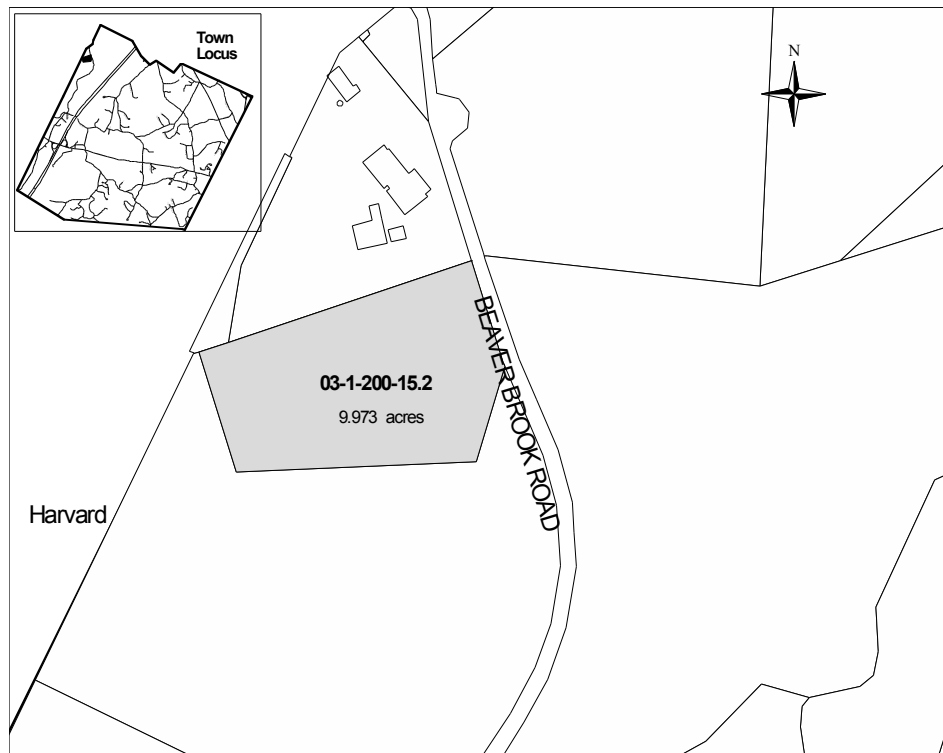
3.5 Upon determination by the Commission that the building is *no longer considered significant, due to its present condition or status*, the Commission shall so notify the Building Inspector and applicant in writing. The Building Inspector may then issue the demolition permit. *The subject building shall be removed from the historically significant list and no further action taken under provisions of this bylaw.*

3.6 Upon determination by the Commission that the building *remains* significant, the Commission shall so notify the Building Inspector and the applicant in writing. No demolition permit may be issued at this time. If the Commission does not notify the Building Inspector within fifteen (15) days of receipt of the application, the Building Inspector may proceed to issue the demolition permit.

**ARTICLE 25 ACCEPTANCE OF LAND FOR RECREATIONAL FIELD USE**

(Majority vote required)

To see if the Town will vote to acquire by gift for recreation purposes fee title to a 9.973± acre parcel of land shown as Lot 15.2 on a plan entitled, "Recreation Field Exhibit Plan" Scale: 1"=150', dated 2/21/2003, prepared by Beals and Thomas, Inc. (with the express understanding that the 9.973 acres will continue to be considered part of the parent tract for all zoning purposes, including, without limitation, calculation of floor area ratio, lot coverage and all other dimensional requirements under the Zoning Bylaw, as well as for the calculation of open space), and to accept a deed of such land in substantial conformance with the Quitclaim Deed on file with the Town Clerk, and to authorize the Board of Selectmen to acquire a Roadway Access Easement in connection with the acquisition of Lot 15.2, in substantial conformance with the Roadway Access Easement on file with the Town Clerk; or to take any other action relative thereto.



**The Board of Selectmen recommends (4-0).**

Cisco Systems offers this gift of open space and active recreation land to the town of Boxborough in accordance with our Tax Incentive Financing (TIF) agreement, and under the conditions of the Open Space Commercial Development permit issued by the Planning Board on January 19, 1997 for Phase 2 of Cisco's New England Development Center. Cisco has recently completed construction and preparation of the playing fields and parking areas. These lands and facilities will add significantly to Boxborough's open space, conservation, and recreational assets. The Recreation Commission will be responsible for scheduling access and use of the active recreational areas, and will work jointly with the Conservation Commission to ensure good management of the entire parcel. The Selectmen wholeheartedly endorse acceptance of this tremendous gift for the permanent benefit of our residents.

**The Finance Committee recommends.**

Approval of this article will increase the recreational resources in Boxborough, and is the result of efforts on the part of town boards as well as the generosity of the owner. This collaborative effort will result in a great benefit to the town at no cost to the taxpayer, and represents a positive example of responsible development planning.

**The Boxborough Recreation Commission recommends.**

The Boxborough Recreation Commission recommends unanimously that Boxborough accept the gracious gift of land identified in this article. We thank Cisco for its generosity and its commitment to the Boxborough community.

**ACTION ON ARTICLE 25, May 15, 2003.** This piece of land is a gift from Cisco. On Mr. Fox's motion, the Town did vote, unanimously, to accept a gift for recreation purposes fee title to a 9.973± acre parcel of land shown as Lot 15.2 on a plan entitled, "Recreation Field Exhibit Plan," as printed in the warrant under Article 25, and to authorize the Selectmen to acquire a Roadway Access Easement in connection with the acquisition of Lot 15.2, in substantial conformance with the Roadway Access Easement on file with the Town Clerk.

## **ARTICLE 26      CAPITAL EXPENDITURE – SNOW REMOVAL EQUIPMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty-One Thousand Dollars (\$21,000), more or less, for the purpose of acquiring snow removal equipment for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

### **The Board of Selectmen recommends (4 – 0).**

The intent of this article is to allow us to keep sidewalks clear of snow and passable when public safety is an issue. The cost of a skid steer loader (e.g. Bobcat) includes a trailer as well as various accessories, which will allow it to be utilized throughout the calendar year.

### **The Finance Committee recommends unanimously.**

Passage of this article will authorize the Town to spend approximately Twenty-One Thousand Dollars (\$21,000) for the acquisition of snow removal equipment to be used by the Public Works Department. The snow removal equipment consists of a small Bobcat tractor that can be used to clear sidewalks. The Public Works Department now requires two employees to work an average of eight hours apiece to clear the Town sidewalks for every snowstorm that has an accumulation of four inches or more. Presently the Department uses a snow blower purchased in the early 1970s. The proposed Bobcat would be able to clear both the Town's current sidewalks and additional sidewalks scheduled for construction in less than half the time currently expended. In addition to snow removal, the Bobcat would have multiple uses such as maintenance of the Town's nature trails, sweeping of debris from streets, and loading earth in a variety of work settings. For these reasons, the Finance Committee unanimously recommends passage of this article. Given a total town property valuation of approximately \$900 Million, the tax rate impact of this purchase is 2.3 cents per \$1,000 valuation, or \$2.33 per \$100,000 valuation. Appropriation of these funds is contingent upon a successful vote to exclude this expenditure from the limits of Proposition 2 1/2 at the Annual Town Election.

**ACTION ON ARTICLE 26**, May 15, 2003. While some voters felt that this piece of equipment was not necessary, either because of the cost of labor to operate, or because of the restraints of 2 \_\_, others stated that it has many uses and would save on labor costs. Mr. Bunyard stated that we now have sidewalks to the school that are Town owned and is our responsibility to plow. Ms. Golden made a motion to move the question. This motion carried. On Ms. Hilberg's motion, the Town did vote to raise and appropriate the sum of Twenty-One Thousand Dollars (\$21,000) for the purpose of acquiring snow removal equipment for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called.

## **ARTICLE 27      CAPITAL EXPENDITURE – PICK-UP TRUCK**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-Six Thousand Dollars (\$36,000), more or less, for the purpose of acquiring a pick up truck for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

### **The Board of Selectmen recommends (4 – 0).**

This vehicle is an integral part of the Highway Department's fleet. It is used to plow during the winter and is used daily throughout the year. The current pick-up has been repaired several times and finally the frame fell apart this past winter during a snowstorm. May it rest in peace, and may the future vehicle be as hard working!

**The Finance Committee recommends unanimously.**

Passage of this article will authorize the Town to spend approximately Thirty-Six Thousand Dollars (\$36,000) for the acquisition of a pick-up truck to be used by the Public Works Department. The proposed pick-up truck will replace an existing pick-up truck purchased ten years ago. The current vehicle represents a safety hazard and is fiscally unsound to maintain. During one of the recent snowstorms, the plow frame fell off the truck due to rust that has permeated the entire frame. The current pick-up truck is running on its fourth transmission. Moreover, in the last year it has cost \$3,000 to maintain over and above the cost of fuel. The proposed pick-up truck will come with a three year/thirty-six thousand mile bumper to bumper warranty. In addition, it will have multiple uses including, but not limited to, transportation of workers and equipment to job sites and carrying of a small sander during snowstorms. In light of these considerations, the Finance Committee unanimously recommends passage of this article. Given a total town property valuation of approximately \$900 Million, the tax rate impact of this purchase is 4.0 cents per \$1,000 valuation, or \$4.00 per \$100,000 valuation. Appropriation of these funds is contingent upon a successful vote to exclude this expenditure from the limits of Proposition 2 1/2 at the Annual Town Election.

**ACTION ON ARTICLE 27, May 15, 2003.** Mr. Moss stated that we can maintain open streets with a pickup. The large plows are used to push the streets back. Mr. Koslow inquired about leasing; but it was explained that we have tried leasing in the past and it didn't work out. On Ms. Hilberg's motion, the Town did vote to raise and appropriate the sum of Thirty-Six Thousand Dollars (\$36,000) for the purpose of acquiring a pick up truck for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called.

A motion was made to take Article 29 out of order as the young skaters have been attending our meetings waiting for their article to be acted on. This motion carried. Articles are in numerical order.

The third session of this Town Meeting was adjourned at 10:50 p.m. and reconvened at 7:35 p.m. on May 22<sup>nd</sup> with 272 voters in attendance.

**ARTICLE 28 LIBRARY CONSTRUCTION PROGRAM#**

(Majority vote required)

To see if the Town will vote to revise and amend its vote under Article 2 of the March 26, 2001 Special Town Meeting by deleting the words in said vote under Article 2, "contingent upon the Town being approved for funding by State grants," and inserting in place thereof the words, "contingent upon the Town's receipt of funding from State grants," or take any other action thereon.

**Library Trustees do not recommend.**

**By a vote of 6-0, the trustees do not recommend the passage of the article to delay the construction of a new library.**

At the 2001 Special Town Meeting, Boxborough citizens voted by a more than two-thirds majority to approve the Library Trustees article to proceed with the construction of a new library. Subsequently, sixty-one percent of the voters passed a debt exclusion override at the ballot box. Clearly, many Boxborough citizens supported the construction of a new library. The central reasons for the new library – significant town growth and the inadequacies of the present building - remain.

Boxborough has been approved for a Massachusetts Board of Library Commissioners Construction Grant to fund approximately \$1.5 million of the \$3.5 million project. The MBLC has projected the funding to be received by the Town in July 2006.

Delaying the project will have the following negative consequences:

1. Construction costs will increase over time and will surely exceed the Town's authorized project funding.
2. Interest rates may increase from current historic low rates increasing our borrowing costs.



3. Approximately \$225,000 has already been spent on the design and the development of construction documents. After three years of delay, the design and specifications would need to be reviewed and revised, necessitating increased design costs.
4. When the building is reduced to adjust to these increased costs (see 1,2,3) the MBLC will disqualify the design and Boxborough will lose the \$1.5 million grant.
5. The Library Building Committee has already committed 3 years to this project, starting with the development of a Building Program in the Spring of 2000; a delay would seriously challenge this volunteer commitment. It is unlikely that the current committee would continue indefinitely and, thus, their knowledge and expertise would be lost.

The Library Trustees unanimously recommend that we stay the course and go ahead with the project in a way that is most cost-effective for Boxborough now and in the long term.

This library project has no impact on the need for an override.

**The Finance Committee defers recommendation.**

This petition article came to the Finance Committee at the last possible day, and contains several significant uncertainties about its possible consequences. We therefore wish to investigate both the legal and financial implications of voting this article prior to formulating a recommendation.

**ACTION ON ARTICLE 28**, May 22, 2003. The Finance Committee's Recommendation was split with six in favor; 3 against. Ms. Kangas stated that she is not against the Library, but thinks that this is not the right time to proceed. Janet Glidden and Greg Ross, Library Trustees stated the following reasons why they thought we should proceed now. The original plan was contingent on receiving a grant. If we delay building, the present contract with the architect will be cancelled and the plans will be gone. We will lose the experience of the persons familiar with the project and it will cost more. As the price goes up, the grant stays the same. The meetings that have been held with different Town agencies will expire. We have already spent \$200,000. Mr. Powers made a motion to move the question. This motion carried. Ms. Kangas made a motion to revise the contingency in the motion under Article 2 of the March 26, 2001 Special Town Meeting by striking the words "and to authorize the Library Trustees to proceed with the project of designing, equipping and constructing a new Library, at the Hager site, contingent upon the Town being approved for funding by State grants according to the formula and procedures as specified by Regulations for the Massachusetts Public library Construction program (605 CMR 6.00)," and replacing it with the following;" provided that the Library Trustees may not expend any funds under this appropriation, except for the amount of \$276,385 necessary to meet the Town's contractual commitments entered into in reliance on the original debt authorization vote for the library project, until the Town has been notified by the Commonwealth that it has been awarded a library construction grant in the amount of at least \$1,588,634." This motion did not carry.

Ms. Neville made a motion to reconsider Article 5, (the Budget). This motion carried as it is necessary due to the failure of a 2 1/2 general override.

**ARTICLE 29 T.J. O'GRADY MEMORIAL SKATE PARK**

(Majority vote required)

To see if the Town will vote to raise and appropriate, borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of paying the Town's share of construction, pursuant to an agreement with the Town of Acton, for the purpose of constructing the T.J. O'Grady Skate Park; further that the Town shall vote to authorize the Board of Selectmen to enter into an agreement with the Town of Acton for such purpose and provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

**The Board of Selectmen recommends (3 – 1).**

The proposed T. J. O’Grady Skateboard Park represents a sustained and strong grass-roots effort from citizens of Boxborough and Acton to develop a recreational facility that will serve youths of both communities for years to come. Acton will assume the lion's share of the funding, and all of the operational responsibility. Hold-harmless agreements with the Town of Acton will minimize any liability risk to Boxborough. Private funds have already been raised in the cause. The requested contribution of \$40,000 from the people of Boxborough - about \$20 per household - is a small price to pay for a gift of such lasting value.

**Unanimously, the Finance Committee does not recommend.**

The Finance Committee voted to not recommend this article in light of the difficult financial choices facing the Town and the compelling need to rationalize discretionary spending. Through the Town’s Master Planning process (and other venues), residents have expressed desires for many different types of recreational facilities. These desired facilities include tennis courts, additional ball fields, swimming facilities, bike paths, walking trails, and others. The relative priorities and constituencies of these recreational possibilities should be considered in any consideration of appropriations for new recreational facilities. We have no comparison of the numbers of residents served by a skateboard park as compared to other desired recreational facilities. Also, we believe that the Skate Park’s location in Acton will constrain Boxborough resident participation, as compared to facilities that might be constructed in Boxborough.

**The Boxborough Recreation Commission recommends unanimously.**

The Boxborough Recreation Commission supports the efforts of the T. J. O’Grady Memorial Skate Park Committee and believes the Town of Boxborough should approve an appropriation of \$40,000, which will be applied to the construction of the T. J. O’Grady Memorial Skate Park. This will be a recreation facility located in Acton and available to Boxborough residents, which will promote a safe and secure environment for a growing population of skateboard and inline skating enthusiasts representing a cross section of all ages and genders. Since it is a community project, the Recreation Committee believes that Boxborough should participate with Acton on a proportionate basis. Acton has already appropriated \$80,000 in a prior year, and has committed more than \$80,000 of in-kind services towards the construction of the Skate Park. Moreover, Acton has agreed to maintain the Park and absolve Boxborough of any future liability for the Park’s operation. The ratio of Acton’s population to Boxborough’s population is approximately 4 to 1. Therefore, since Acton’s contribution totals \$160,000 in value, the Recreation Commission unanimously recommends a Boxborough contribution of \$40,000 as its “fair share” towards a facility that will benefit many families in our community.

**ACTION ON ARTICLE 29, May 22, 2003.** The Finance Committee does not recommend. Mr. Webber stated that we should help Acton with this project. The youths have proved that they are a grassroots organization. The liability will not be ours, and we will be indemnified. Mr. Hanover made a motion to move the question. This motion carried. On Mr. Webber’s motion, the Town did vote to raise and appropriate the sum of Forty Thousand Dollars (\$40,000.00) for the purpose of paying the Town’s share of construction, pursuant to an agreement with the Town of Acton, for the purpose of construction the T. J. O’Grady Skate Park; further to authorize the Board of Selectmen to enter into an agreement with the Town of Acton for such purpose and provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so called. This motion carried by a vote of 93 in favor; 57 opposed.

The forth session of this Town Meeting was adjourned at 11:05 p.m. and reconvened at 7:30 p.m. on May 27<sup>th</sup> with 172 voters in attendance.

**ARTICLE 30      AMEND FY 2001 & FY 2003 PERSONNEL PLAN SCHEDULE B AND PAY PRIOR YEAR PAYROLL OBLIGATION**

(Majority vote required)

To see if the Town will vote to amend Personnel Administration Plan Schedule B for FY 2001 and 2003 to correct the compensation of the Clerk of Elections under Intermittent Employees as follows:

FY 2001	\$8.44 per hour
FY 2003	\$9.08 per hour

and further to transfer from available funds the sum of Fifty-Six Dollars and Seven Cents (\$56.07) more or less to pay an FY 2001 payroll obligation to the Clerk of Elections; or take any other action relative thereto.

**The Board of Selectmen recommends (4 – 0).**

This amendment is needed to correct the compensation of the Clerk of Elections to reflect the COLA increases of 4.6 % and 2.8 % given to all employees in FY '01 and FY '03, respectively. The compensation for the position of Clerk of Elections did not reflect these increases.

**The Finance Committee recommends unanimously.**

This is a housekeeping article intended to correct past errors in calculating the compensation for the Clerk of Elections.

**ACTION ON ARTICLE 30, May 27, 2003.** On Ms. Hilberg's motion, the Town did vote, unanimously, to amend Personnel Administration Plan Schedule B for FY 2001 and 2003 to correct the compensation of the Clerk of Elections under Intermittent Employees, as printed in the warrant under Article 30, and to transfer from Free Cash the sum of Fifty-Six Dollars and Seven Cents (\$56.07) to pay an FY 2001 payroll obligation to the Clerk of Elections.

**ARTICLE 31      CUNNINGHAM ROAD – DISCONTINUE USE AS A PUBLIC WAY**

(Majority vote required)

To see if the Town will vote to discontinue the easterly portion of Cunningham Road from the intersection of Ward Road to the intersection of Hill Road for a total of 850 feet, more or less, as shown on the following map, as a public way; or take any other action relative thereto.



**The Planning Board recommends.**

**The Finance Committee recommends unanimously.**

Future development in this area of town has the potential for adverse traffic impacts. This measure promises to minimize future traffic problems with minimal impact to current road usage in town.

**ACTION ON ARTICLE 31, May 27, 2003.** Mr. Ashmore read the “Report of the Planning Board” as follows:

**ARTICLE 31: DISCONTINUE USE OF CUNNINGHAM ROAD AS A PUBLIC WAY**

As a condition of approval for the Boxborough Executive Center Open Space Commercial (OSCD) and Private/Common Driveway Special Permit and Site Plan Approval, the Planning Board directed the Gutierrez Company to petition the Board of Selectmen to discontinue the use of Cunningham Road as a public way; and to change the design of Ward Road so that there is no access to or egress from Boxborough Executive Center via Cunningham Road from Hill Road. In accordance with this proposal, all traffic must enter and exit the site from Massachusetts Avenue (Route 111) at its intersection with Ward Road. The road discontinuance would not take place until all structures with frontage on Cunningham Road have been removed and Ward Road is open for public access. All associated costs will be borne by The Gutierrez Company.

Therefore, the Planning Board recommends approval of Article 31.

Karen Metheny, Chairman  
Michael Ashmore, Clerk

John Markiewicz, Member  
Owen Neville, Member  
Jennie Rawski, Member

This has already been addressed in the site plan on file, and it will not take place until all building is complete. One opinion was that the pavement should be torn up and reseeded. Mr. Brown stated that the road should be split down the middle and given back to the abutters. Mr. Kicelemos said that this would put traffic onto Hill Road and will not solve the traffic problem after the development is complete. Some thought that the road should be designed so that pedestrians and bicyclists could continue to use it. Mr. Wheeler stated that most of these problems have been taken care of in the site plan. Jim Goodman made a motion to move the question. This motion carried.

On Mr. Ashmore's motion, the Town did vote to authorize the Selectmen to discontinue the easterly portion of Cunningham Road, at such time as they deem necessary, from the intersection of Ward Road to the intersection of Hill Road for a total of 850 feet, more or less as further described in the warrant under Article 31.

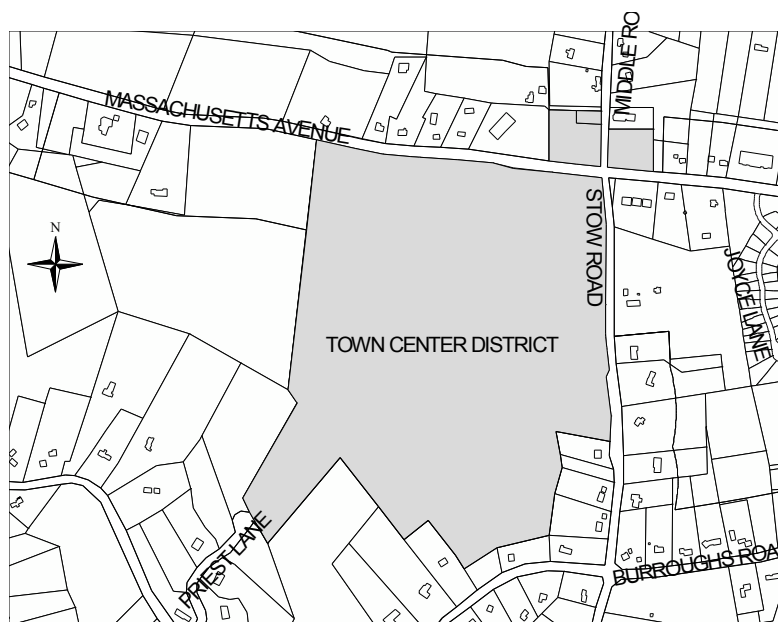
## **ARTICLE 32      ZONING BYLAW AMENDMENT - AMENDMENTS TO THE TOWN CENTER SIGN REQUIREMENTS TO CONFORM TO DESIGN REVIEW GUIDELINES**

(Two-thirds vote required)

To see if the Town will vote to amend the Signs Permitted in the Town Center District Section 3286 of the Zoning Bylaw to read as follows:

3286. One freestanding, ground sign or signs affixed to poles or other ground supports may be permitted on special permit by the Board of Appeals. Such sign shall not be placed so as to obstruct sight lines along the public way, and shall not exceed ~~twenty ten~~ **ten** square feet in area nor ~~ten seven~~ **seven** feet in height above mean sea level elevation of the undisturbed ground directly beneath it. If necessary, a sign may be placed at the discretion of the Board of Appeals to afford visibility, providing it does not obstruct sight distances, traffic flow or roadway maintenance.

or take any action relative thereto.



### **Summary**

The Design Review Board has informed the Planning Board that the requirements for Town Center signs in the Design Review Guidelines conflict with the requirements in the Zoning Bylaw. The proposal would make the Design Guidelines and the Sign Bylaw consistent.

**The Planning Board recommends.**

**The Finance Committee does not recommend.**

The wording and impact of this bylaw appear confusing and counterproductive to effective commercial development in Town Center. Given the lack of development at Town Center at this time and for the foreseeable future, we do not consider action on this article to be a priority. We furthermore believe that it is at least arguable that the Design Review Guidelines should be brought into conformance with the Zoning Bylaw, rather than vice versa as is proposed here.

**ACTION ON ARTICLE 32**, May 27, 2003. Tina Van Roggen, Joan Meyer, Glen Schricker and David Follett were sworn in to be tellers. The Finance Committee does not recommend. Ms. Metheny read the Report of the Planning Board, as follows:

### **ARTICLE 32: AMENDMENTS TO TOWN CENTER SIGN REQUIREMENTS TO CONFORM TO DESIGN GUIDELINES**

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on March 18, 2003 to review Article 32.

The Design Review Board has informed the Planning Board that the requirements for Town Center signs in the Design Review Guidelines conflict with the requirements in the Zoning Bylaw. The proposal would make the Design Guidelines and the Sign Bylaw consistent. Design Guidelines are more recent and were specifically crafted for Town Center development by a multi-board committee. The smaller sign size is consistent with the pedestrian orientation for Town Center.

Therefore, the Planning Board recommends approval of Article 32.

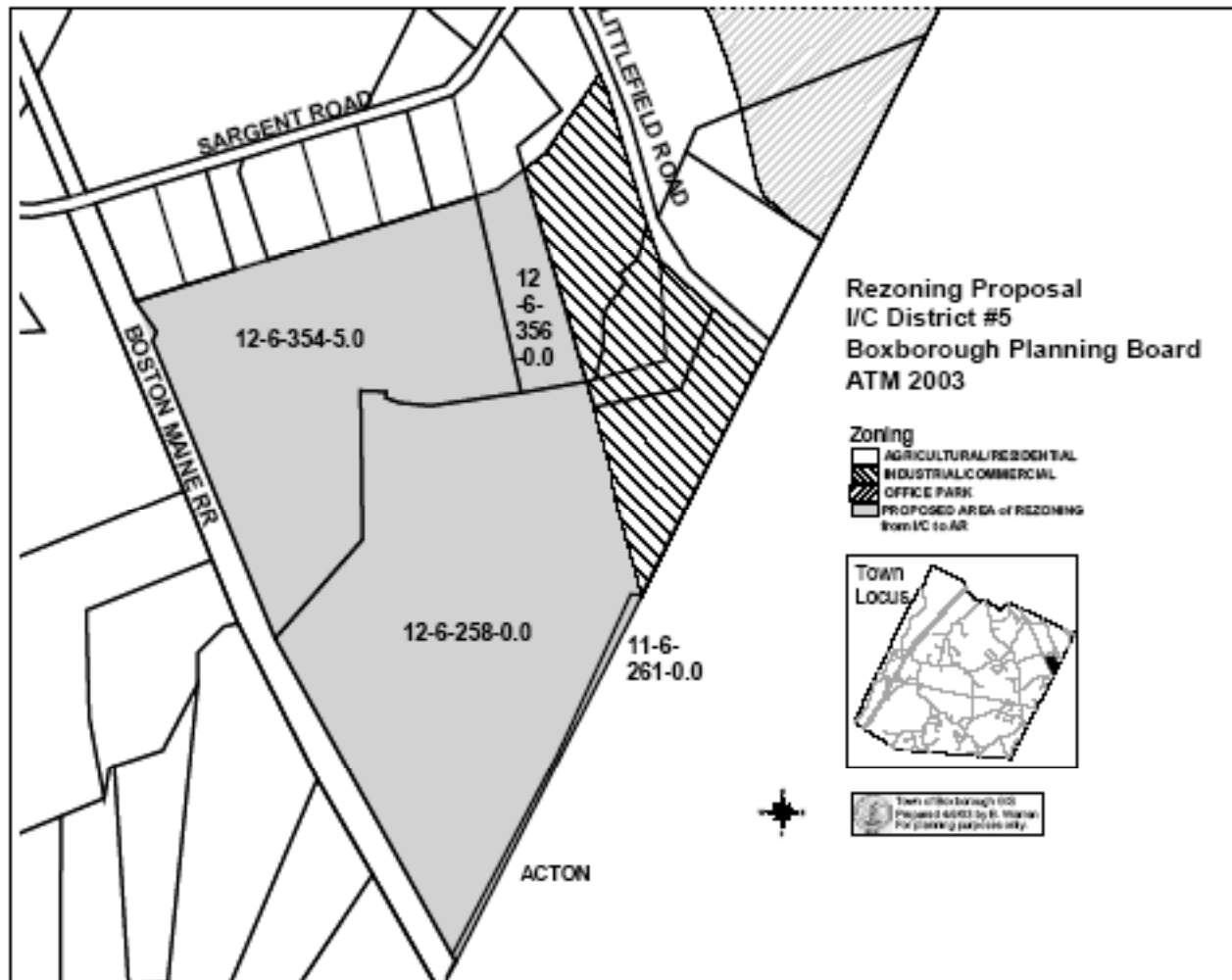
Karen Metheny, Chairman  
Michael Ashmore, Clerk  
John Markiewicz, Member  
Owen Neville, Member  
Jennie Rawski, Member

Ms. Metheny stated that this was a housekeeping article, as there is a discrepancy between the Zoning By-Laws and the Design Review Board. This change was recommended by the consultant that the Planning Board hired. Mr. Dement has concerns as you cannot see any signs going up or down Route 111. There is a safety issue when people are trying to see them as they are driving. Mr. Neville stated that he was a minority vote on the Planning Board, and there has been no development in the Town Center since the Design Committee's consultant did his work. Mr. Perry stated that he was against this article—that it was the wrong way to go. Mr. Parker made a motion to move the question. This motion carried. Ms. Metheny's motion the amend the Signs Permitted in the Town Center District Section 3286 of the Zoning Bylaw as printed in the warrant under Article 32 *did not carry*. The vote was 53 in favor; 77 opposed.

**ARTICLE 33 ZONING BYLAW AMENDMENT - REZONE PORTION OF INDUSTRIAL-COMMERCIAL (IC) DISTRICT #5 FROM INDUSTRIAL-COMMERCIAL (IC) TO AGRICULTURAL-RESIDENTIAL (AR)**

(Two-thirds vote required)

To see if the Town will vote to rezone the land shown on the map below, in the vicinity of Sargent Road/Littlefield Road and along the Boston and Maine Railroad (Maps 11 & 12, Group 6 Parcels 258 (portion), 354.5, and 356) from Industrial-Commercial (IC) to Agricultural-Residential (AR); and to amend the Zoning Map and Definition of Districts accordingly; or take any other action relative thereto.



**Summary**

Over the past year and a half, the Planning Board has worked with consultants from Beals and Thomas Inc., and a multi-board steering committee on completing the Boxborough Master Plan, the town's first comprehensive plan that conforms with all of the requirements set forth in the Massachusetts General Laws. In January 2002, the Boxborough Planning Board voted to accept the Boxborough Master Plan; the Board reported their acceptance at the Annual Town Meeting in May 2002. A complete copy of the Master Plan can be found on the town's website: [www.town.boxborough.ma.us](http://www.town.boxborough.ma.us). The Planning Board has begun the process of implementing the Action Items identified in the Master Plan. One of the priority Action Items is to review all of the commercial zoning districts that are adjacent to residential districts to determine if they are still viable commercial sites given existing land development patterns. The Planning Board conducted a public meeting on the proposal to rezone portions of Industrial Commercial District #5 and #7 on March 4, 2003. All land owners and abutters to Industrial-Commercial

(IC) District #5 and IC District #7 were invited to attend. After the public hearing the Planning Board withdrew the Liberty Square rezoning proposal (IC District #7). The landowner of the parcels to be rezoned in the vicinity of Sargent Road and Littlefield Road (IC District #5) was in favor of the rezoning proposal since the land is currently being used for agricultural purposes.

**The Planning Board recommends.**

**The Finance Committee recommends unanimously.**

This rezoning reflects the current agricultural use of this land and has the support of the landowners. Furthermore, this article represents a step toward the implementation of the Town's published Master Plan by cleaning up zoning irregularities and inconsistencies with respect to current usage.

**ACTION ON ARTICLE 33**, May 27, 2003. The tellers for this article were Christine Van Roggen, Joan Meyer, Glenn Schricker and David Follett. Ms. Metheny read the "Report of the Planning Board", as follows:

**ARTICLE 33: REZONE PORTION OF INDUSTRIAL-COMMERCIAL DISTRICT #5 FROM INDUSTRIAL-COMMERCIAL TO AGRICULTURAL-RESIDENTIAL**

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on March 18, 2003 to review Article 33.

Over the past year and a half, the Planning Board has worked with consultants from Beals and Thomas Inc., and a multi-board steering committee on completing the Boxborough Master Plan, the town's first comprehensive plan that conforms with all of the requirements set forth in the Massachusetts General Laws. In January 2002, the Boxborough Planning Board voted to accept the Boxborough Master Plan; the Board reported their acceptance at the Annual Town Meeting in May 2002. A complete copy of the Master Plan can be found on the town's website: [www.town.boxborough.ma.us](http://www.town.boxborough.ma.us). The Planning Board has begun the process of implementing the Action Items identified in the Master Plan. One of the priority Action Items is to review all of the commercial zoning districts that are adjacent to residential districts to determine if they are still viable commercial sites given existing land development patterns. The Planning Board conducted a public meeting on the proposal to rezone portions of Industrial Commercial District #5 and #7 on March 4, 2003. All land owners and abutters to Industrial-Commercial (IC) District #5 and IC District #7 were invited to attend. After the public hearing the Planning Board withdrew the Liberty Square rezoning proposal (IC District #7). The landowner of the parcels to be rezoned in the vicinity of Sargent Road and Littlefield Road (IC District #5) was in favor of the rezoning proposal since the land is currently being used for agricultural purposes.

Therefore, the Planning Board recommends approval of Article 33.

Karen Metheny, Chairman  
Michael Ashmore, Clerk  
John Markiewicz, Member  
Owen Neville, Member  
Jennie Rawski, Member

On Ms. Metheny's motion, the Town did vote, unanimously, to rezone the land shown on the map printed in the warrant under Article 33 and to amend the Zoning Map accordingly and to amend District #5 Definition of Districts in the Zoning Bylaw to read as follows:

Beginning at a point on the property line of Assessor parcels 356 and 357, 300 feet Southerly from the Southerly line of Sargent Road; Northwesterly by a line 300 feet Southerly of said line of Sargent Road, and parallel thereto to the Southwesterly line of Littlefield Road; Northeasterly by said line of Littlefield Road to the Acton town line; Easterly by the Acton town line to a point 760± feet; and Southwesterly by a line that connects from said point to the property line between parcels 356 and 357 to the point of the beginning

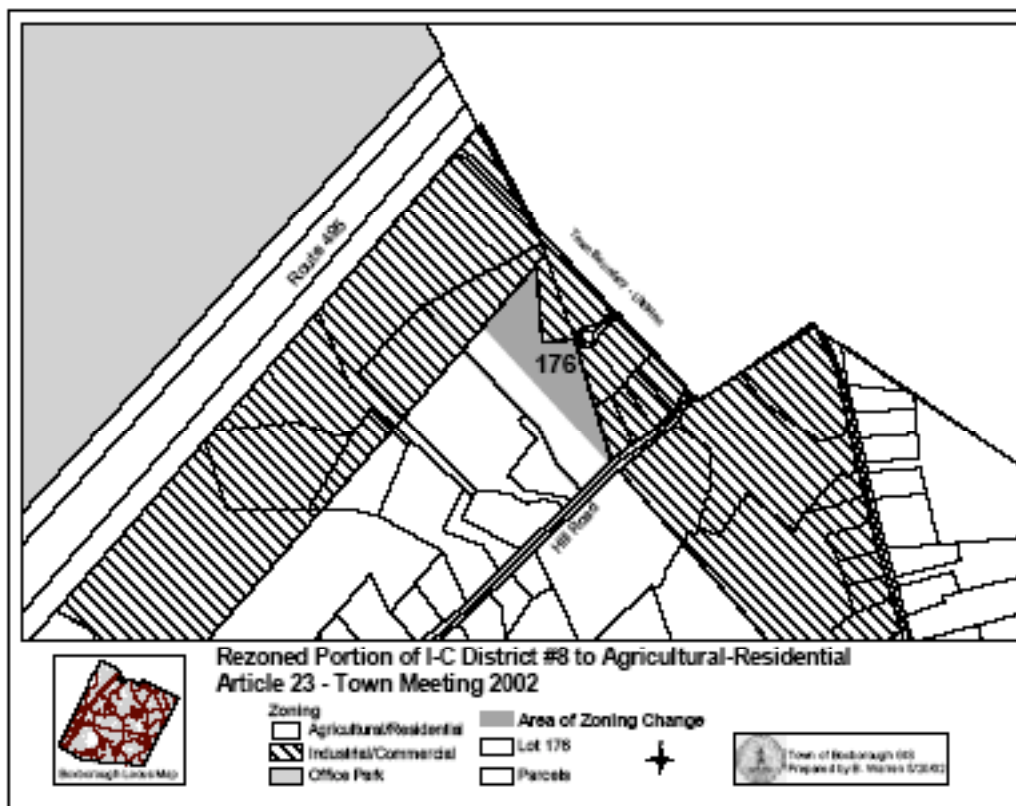


**ARTICLE 34    ZONING BYLAW AMENDMENT - REMOVE PORTION OF PARCEL 176  
REZONED FROM IC TO AR AT THE 2002 ATM; AND PORTION OF IC DISTRICT  
# 5 REZONED ABOVE FROM THE WIRELESS COMMUNICATION FACILITIES  
OVERLAY DISTRICT**

(Two-thirds vote required)

To see if the Town will vote to remove from the Wireless Communication Facilities (WCF) Overlay District the portion of Assessor's Parcel 176, as shown in the map below, 750' from the I-495 right-of-way and along the northerly property line of Parcel 176 on Maps 4 and 8 that was rezoned from Industrial-Commercial District #8 to Agricultural-Residential District at the Annual Town Meeting in May 2002; and the portion of IC District # 5 in the vicinity of Sargent Road and Littlefield Road and along the Boston and Maine Railroad (Maps 11 & 12, Group 6 Parcels 258 (portion), 354.5, and 356) from Industrial-Commercial (IC) to Agricultural-Residential (AR) rezoned above; and to amend the Wireless Communication Facilities Overlay District Zoning Map accordingly.

or take any other action relative thereto.



**ATM 2003 PROPOSED WIRELESS COMMUNICATION  
OVERLAY DISTRICT AMENDMENTS**



**Summary**

The Wireless Communication Facilities (WCF) Overlay District includes the Industrial-Commercial (IC) and Office Park (OP) zones, as well as other parcels along Route 111. Since both of these areas are no longer zoned for commercial purposes, they should be removed from the WCF Overlay District.

**The Planning Board recommends.**

**The Finance Committee recommends unanimously.**

This property was rezoned from Commercial-Industrial (CI) district to Agricultural-Residential (AR) at the 2002 ATM. The IC land was in the Wireless Overlay District. It is the reasoned position of the Planning Board that AR parcels should not be part of the Wireless Overlay District. This article therefore “completes” the prior rezoning of this land to AR.

**ACTION ON ARTICLE 34**, May 27, 2003. The tellers for this article were Christine Van Roggen, Joan Meyer, Glen Schricker and David Follett. Ms. Metheny read the “Report of the Planning Board”, as follows:

**ARTICLE 34: REMOVE PORTION OF PARCEL 176 REZONED FROM IC TO AR AT THE 2002 AND PORTION OF IC DISTRICT #5 REZONED ABOVE FROM THE WIRELESS COMMUNICATION FACILITIES (WCF) OVERLAY DISTRICT**

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted public hearings on March 18, 2003, and April 29, 2003 to review Article 34.

The Wireless Communication Facilities (WCF) Overlay District was created from land zoned Industrial-Commercial (IC) and Office Park (OP), as well as other parcels along Route 111. Since both of these areas are no longer zoned for commercial purposes, they should be removed from the WCF Overlay District.

Therefore, the Planning Board recommends approval of Article 34.

Karen Metheny, Chairman  
Michael Ashmore, Clerk  
John Markiewicz, Member  
Owen Neville, Member  
Jennie Rawski, Member

On Ms. Metheny’s motion, the Town did vote, unanimously, to amend the zoning by-law and map as printed in the warrant under Article 34.

**ARTICLE 35 ZONING BYLAW AMENDMENT - ROOF TOP MECHANICALS**  
(Two-thirds vote required)

To see if the Town will vote to amend Section 2342 regarding dimensional requirements for roof mounted or attached structures as follows:

2342. Roof mounted or attached structures are permitted provided that such structures do not exceed ten (10) feet above the uppermost part of the building to which it is attached or forty-five feet (45) total height from ground level whichever is ~~greater~~ **less**.

or take any other action relative thereto.

**Summary**

Currently, the Zoning Bylaw allows a 10 foot extension from the maximum height requirement for roof mounted or attached structures. The proposed change would not allow roof top mechanicals to exceed the 45 foot height restriction.

**The Finance Committee defers recommendation.**

The direct and indirect consequences of this article are not clear at this time, and further discussion and clarification is expected prior to Town Meeting.

**ACTION ON ARTICLE 35**, May 27, 2003. The Finance Committee does not recommend this article by a unanimous vote. Ms Metheny read the “Report of the Planning Board”, as follows:

## **ARTICLE 35: SECTION 2342 – ROOF TOP MECHANICALS**

In accordance with MGL Chapter 40A Section 5, the Planning Board conducted a public hearing on March 18, 2003, and April 29, 2003 to review Article 35.

At recent public hearings, the Planning Board has received public comment on the impact of commercial building roof top mechanicals on abutting residential neighborhoods. Currently, the Zoning Bylaw allows a ten (10) foot extension from the maximum height requirement for roof mounted or attached structures. The proposed change would not allow roof top mechanicals to exceed the forty-five (45) foot height restriction.

The proposal does not reduce the number of stories unless the developer chooses to locate the building mechanicals on the roof. Building mechanicals can be located on the ground, which would have a nominal impact on the Floor Area Ratio (FAR) of the project. The Planning Board finds that there are enough potential cases where this proposal would have a benefit to the town and abutters to commercial developments. However, existing and approved developments (i.e. Buxborough Executive Center and Cisco) will not be affected by this change. The Planning Board will still be able to modify this dimensional requirement through the Open Space Commercial Development (OSCD) Special Permit process. Screening of roof top mechanicals is addressed in the Site Plan Review criteria; this proposal does not change the existing screening requirements. Noise generated by office developments is addressed in Section 3541 of the Zoning Bylaw. There are no changes proposed to Section 3541.

Therefore, the Planning Board recommends approval of Article 35.

Karen Metheny, Chairman  
Michael Ashmore, Clerk  
John Markiewicz, Member  
Owen Neville, Member  
Jennie Rawski, Member

Mr. Bunyard stated that this is consistent with other towns that are interested in aesthetics. Rooftop mechanics are necessary for three story buildings. Mr. Stewart made a motion to move the question. This motion carried. On Ms. Metheny's motion, the Town did vote to amend Section 2342 regarding dimensional requirement for roof mounted or attached structures as printed in the warrant under Article 35. The vote on this article was 130 in favor; 20 opposed.

## **ARTICLE 36      AUTHORIZE BOS TO NEGOTIATE AGREEMENT FOR SOLID WASTE DISPOSAL** (Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to enter into a contract for solid waste disposal for a term not to exceed five (5) years; or take any other action relative thereto.

### **The Board of Selectman recommends (4 - 0).**

In 1985, the Town entered a 20-year agreement along with a number of communities for the disposal of trash (NESWC). This agreement will end in September 2005. One of the terms of this agreement was that the company which assumed ownership of the facility would have first rights to negotiate for the follow-on contract with the member communities. Current discussions and proposals will be favorable to the Town, if the communities currently in the agreement sign a contract for a term of 5 years. This article authorizes the BoS to sign an agreement for up to 5 years pending final negotiations.

### **The Finance Committee recommends unanimously.**

This article authorizes the Board of Selectmen to enter into a contract for solid waste disposal, in order to replace the NESWC contract, whose exclusivity is expiring shortly. The Town will have greater flexibility in the new environment and the Selectmen need the requested authority to negotiate favorable terms.

**ACTION ON ARTICLE 36**, May 27, 2003. The tellers for this article were Christine Van Roggen, Joan Meyer, Glen Schricker and David Follett. Mr. Wheeler stated that we would get market rates and that NESWEC has to agree with our terms. We will not have to commit to tonnage. Ms. Meyer made a motion to move the question. This motion carried unanimously. On Mr. Wheeler's motion, the Town did vote, unanimously, to authorize the Board of Selectmen to enter into a contract for solid waste disposal for a term not to exceed five years.

David Follett made a sense-of-the-meeting motion to separate the school budget out when we have an override. Ms Hilberg said that this pitted one department against another. Mr. Bunyard agreed that this should not be done. Many others thought that this should not be done and Mr. Brown pointed out that Town Government responded to tightening its belt. Mr. Follett withdrew the motion on the floor.

The meeting adjourned at 10:20 p.m.

You are required to serve this Annual Town Meeting Warrant by Posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 25, 2003.

David L Birt, Chairman  
Board of Selectmen

Donald R. Wheeler, Clerk  
Board of Selectmen

Simon C. Bunyard  
Board of Selectmen

Leslie Fox  
Board of Selectmen

Kristin Hilberg  
Board of Selectmen

Posted April 23, 2003 by David L. Birt, Constable

## RESIDENT INTEREST LIST

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Special Training/Education: \_\_\_\_\_  
Amount of time available: \_\_\_\_\_  
Date submitted: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

- ☐ Acton-Boxborough Cultural Council
- ☐ Airport Study Committee
- ☐ Board of Health\*
- ☐ Board of Registrars
- ☐ Board of Selectmen\*
- ☐ Boxborough Housing Board
- ☐ Boxborough Information Technology Committee
- ☐ Cable Advisory Committee
- ☐ Conservation Commission
- ☐ Council on Aging
- ☐ Design Review Board
- ☐ Finance Committee
- ☐ Historical Commission
- ☐ Library Board of Trustees\*
- ☐ Permanent Building Committee
- ☐ Personnel Board
- ☐ Planning Board\*
- ☐ Public Celebrations Committee
- ☐ Recreation Commission
- ☐ Steele Farm Advisory Committee
- ☐ Town Report Committee
- ☐ Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to:

**Town Administrator  
Town Hall  
29 Middle Road  
Boxborough, MA 01719**

\* Indicates an elected board

## EMERGENCY NUMBERS

### POLICE

911

For emergencies only call  
978-635-0697

### FIRE

911

For routine business, call  
978-263-8299

### AMBULANCE

911

Be sure to give your name and address as well as the nature of your emergency. Do not hang up until you are sure your message has been understood.

## MEETINGS

### DAY & TIME

### LOCATION

Annual Town Meeting	2nd Monday in May	Blanchard School
Annual Town Election	3rd Monday in May	Town Hall
Appeals, Board of	1st & 3rd Tuesday, 7:45 p.m.	Town Hall
Boxborough Housing Board	Wednesdays as posted	Town Hall
Boxborough Information Technology Comm	Tuesdays as posted	Town Hall
Cable TV Advisory Committee	As posted	Town Hall
Conservation Commission	1st & 3rd Wednesday, 8:00 p.m.	Town Hall
Council on Aging	1st Wednesday, 3:00 p.m.	Town Hall
EMTs	1st Tuesday, 7:00 p.m.	Fire Station
Finance Committee	2nd Monday, 7:30 p.m.	Town Hall
Fire Department	2nd & 4th Tuesday, 7:00 p.m.	Fire Station
Health, Board of	Wednesdays as posted	Town Hall
Historical Commission	As posted	Town Hall
Library Trustees	2nd Wednesday, 7:30 p.m.	Sargent Memorial Library
Personnel Board	Mondays as posted	Town Hall
Planning Board	As posted	Town Hall
Public Celebrations Committee	As posted	Town Hall
Recreation Commission	As posted	Town Hall
School Committee, Local	2nd Thursday, 7:30 p.m.	Blanchard School Library
School Committee, Regional	1st Thursday, 7:30 p.m.	R.J. Grey Jr. High School
Selectmen, Board of	Mondays as posted, 7:30 p.m.	Town Hall

All meetings are posted with the Town Clerk, the Town Hall Bulletin Board, and on the Town's website located at: [www.town.boxborough.ma.us](http://www.town.boxborough.ma.us). If interested, call ahead for appointment to be placed on the agenda.

### TOWN HALL OFFICE HOURS (effective 5/21/04)

**Monday through Thursday:** 8:00 a.m. – 4:00 p.m.

(Other times by appointment)

**General Phone Number:** 978-263-1116

#### Town Clerk

Mon. 10:00 a.m. – 2:00 p.m. and 7:00 p.m. – 9:00 p.m.

Wed. 10:00 a.m. – 2:00 p.m.

Thurs. 10:00 a.m. – 1:00 p.m.

#### Building Department

Mon. 8:00 a.m. – 6:30 p.m.

Tues. - Thurs. 8:00 a.m. – 4:00 p.m.

### ALBERT J. SARGENT MEMORIAL LIBRARY

**General Phone Number:** 978-263-4680

**Monday & Wednesday:** 10:00 a.m. – 5:00 p.m.

**Tuesday & Thursday:** 11:00 a.m. – 8:00 p.m.

**Saturday:** 10:00 a.m. – 2:00 p.m.

#### Board of Health

Mon. 8:00 a.m. - 6:30 p.m.

Tues. & Thurs. 8:00 a.m. - 4:00 p.m.

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**NO SCHOOL ANNOUNCEMENTS:** Air on WBZ-1030 AM Radio; WCVB-TV CH5; WBZ-TV CH 4; & WRKO-TV CH7

## TOWN HALL PHONE AND E-MAIL DIRECTORY

In order to serve you more efficiently, Town Hall phones are now answered by an auto attendant. You may contact your party directly by dialing an extension from the list below. You can cut out this list and place it in a handy location.

<b>Boxborough Town Hall</b>		
<b>Extensions by Department</b>		
<b>978-263-1116</b>		
Assessor	109	Colleen Whitcomb
Assessor Staff	110	Debbie Walsh
Assistant Town Administrator	102	Selina Shaw
Board of Health	115	Mary Cobleigh
Building Inspector	114	John Field
Conservation Commission	111	Mary Nadwairski
Council on Aging	106	Kathie Schwarting
Electrical Inspector	115	Mary Cobleigh
Nashoba Board of Health Agent	115	Mary Cobleigh
Plumbing Inspector	115	Mary Cobleigh
Tax Collector	107	Maripatt Shemowat
Town Accountant	105	Mike Guzzo
Town Administrator	101	Natalie Lashmit
Finance & Town Admin Staff	113	Andrea Veros
Town Clerk	117	Ginnie Richardson
Town Clerk Staff	118	Claire Kuipers
Town Planner	112	Alicia Altieri
Town Treasurer	104	Stan Smith
Zoning Board of Appeals	111	Mary Nadwairski
Personal Assistance	0	
All departments may also be contacted by e-mail by following this simple convention:		
<b>firstname.lastname@town.boxborough.ma.us</b>		
e.g. Assessor's e-mail address is:		
colleen.whitcomb@town.boxborough.ma.us		
<b>Town website: <a href="http://www.town.boxborough.ma.us">www.town.boxborough.ma.us</a></b>		